



CDC+ BI-WEEKLY PAYROLL PROCEDURES—Summary Version

**Detailed instructions available on APD CDC+ website at
<http://apd.myflorida.com/cdcplus/>.**

Effective June 16, 2008, the Agency will change from a twice-monthly payroll to a bi-weekly payroll. Consumers will continue to have a monthly Purchasing Plan and budget and receive funding on a monthly basis, but pay dates will be every other week. This change will create consistent pay dates and make it easier to track the number of hours employees work during each CDC+ work week. This should help avoid overtime which could cause budget problems. An additional advantage to this change is that although you will still track each day worked, you will only need to report the total number of hours worked each week per employee per service code when you submit time via the web or phone.

Employee Timesheets

Once the program changes over to the bi-weekly payroll effective June 16, 2008, you will complete all paper timesheets for your employees for your employees, showing time in and time out each day as you have always done. The only difference will be that a separate paper timesheet will be completed by your employees each week beginning June 16, 2008. As always, they must be signed by both you and your employee after the employee has finished working each week. This is the official documentation for Medicaid funding of your employees.

You may enter your employees' completed timesheet after each work week ends on a Sunday, up until Tuesday at **5:00 p.m.** after the 2-week pay period has ended. You may enter your employees' weekly timesheet information into the web-based system or call it in via telephone. Consumers or representatives who enter payroll via the Web will be able to access that system after Customer Service hours of operation, with the same deadline of **5:00 p.m.** on the Tuesday following the end of the two-week pay period. You may choose to enter your employees' time each week or every other week for the entire 2-week pay period, but paper timesheets must be completed on a weekly basis. A bi-weekly payroll calendar is now available at the APD website at <http://apd.myflorida.com/cdcplus/>.

Note Regarding Vendor and Independent Contractor Invoices and Requests for Reimbursement

Consumers or their Representatives must complete paper Requests for Vendor or Independent Contractor Payment forms and Consumer/ Representative Reimbursement Request forms as they have always done. These forms, along with invoices, are documentation for Medicaid funding. When consumers receive an invoice from independent contractors and agencies/vendors AFTER their services have been provided for that month, consumers will either enter the invoice via the web-based system or consumers will call the information in by telephone to the Customer Service

Center up until Tuesday at **5:00 p.m.** following the end of the regular bi-weekly pay period, and payment will be made on the following bi-weekly payroll.

Instructions for Submitting Timesheets, Invoices, and Requests for Reimbursement

Before calling or going to the Website to enter information:

- Have all employee timesheets signed and fully completed with the column entitled “Total Hrs. Worked” completed for each service provided and each day worked AND the totals for each service provided at the bottom of the form.
- Have Request for Vendor and Independent Contractor Payment forms fully completed with the original invoice attached to each showing the invoice number and date.
 - If the original invoice does not have an invoice number printed on it, create a number and write that number on it. (**HINT:** If the vendor or independent contractor does not put numbers on their invoices, make the number meaningful, such as the initials of the vendor and the date, and be consistent each month.)
- Have all Consumer/Representative Reimbursement Request forms fully completed with the PAID invoices or receipts attached to each.

Web-based System

- Go to APD’s CDC+ website at <http://www.apd.myflorida.com/cdcplus>.
- That site will provide a hotlink to the CDC+ Timesheet and Invoice Entry System.
- Click on that link.
- ONLY THE CONSUMER AND/OR THE CONSUMER’S REPRESENTATIVE ARE AUTHORIZED USERS.** Since the consumer or the consumer’s representative is the authorized user, click on the button at the bottom of the page that says “Proceed to Main Menu.” On the Main Menu, select the type of payroll form you want to enter for payment.
- If entering an employee’s semi-monthly timesheet for services provided up to and including 6/15/08, click on **Employee Semi-Monthly Timesheet through 6/15/08** and enter the timesheet as they have been entered previously.
- If the Consumer will be entering an employee’s weekly timesheet(s), click on **Employee Bi-Weekly Timesheet effective on or after 6/16/08, the instructions are the same as the semi-monthly timesheet, EXCEPT:**
 - Enter the Work Week specified on the paper timesheet from the dropdown menu.
 - Enter the number of hours and minutes worked (to the nearest 15 minutes) from the **Service Code Totals** at the bottom of the timesheet.
 - After you hit “ADD,” another line will appear. If that employee provided a second service (different service code) during that week, repeat the same process, entering the service code and total number of hours worked. Continue until all hours worked under all service codes by that employee have been entered.
 - When all timesheet information for that employee is entered, click on “Submit Timesheet.”
- If the Consumer has invoices from vendors and independent contractors to enter, click on **Agency/Vendor or Independent Contractor Invoice** and enter the invoices as they have been entered previously.

- If the Consumer will be entering **PAID** invoices or receipts for payments made to vendors for services provided or items purchased during the month, click on **Consumer or Representative Reimbursement Request** and enter the Consumer or Representative Reimbursement Request as they have been entered previously.

Tracking Status of Any Submission

- Go to the Main Menu.
- Click on the bar at the bottom, labeled “Check Transaction Status.”
- Enter the tracking number that you were given.
- Click on “Search.”
- The screen will come back to tell you the status of every line that you entered on the payroll form you submitted. The possible status options are:

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| Submitted | Processing, Please check back for an Updated Status |
| Denied | Call CDC+ Help Desk at 1-866-761-7043 Toll Free |
| Failed | Call CDC+ Help Desk at 1-866-761-7043 Toll Free |
| Error | APD staff will contact you if your assistance is needed to correct |
| Approved | Approved |
| Duplicate | Call CDC+ Help Desk at 1-866-761-7043 Toll Free |

Telephone Option

The toll free number to call is 1-866-761-7043. Customer Service Representatives will be available to receive calls at Monday through Friday from 8 a.m. to 5 p.m.

Please call in timesheets as soon as possible beginning on the day following the last day of the pay period. Enter vendor invoices and reimbursement requests as soon as possible after receipt.

If you are considering using the Web submission system for the first time, or if you would like more detailed step by step instructions for use of the new online submission system, detailed instructions for use of the system are available on the APD website at <http://apd.myflorida.com/cdcplus/>.