

Payroll Instructions

1. Data

- a. Data must be completed daily by the end of each session per COMAR
 - The last 5-10 minutes of your session
 - During breaks between goal work with the client
- b. All original data must be kept in the in-home binder except when submitting to the office, they must be returned after. These documents are the property of the federal government and they want them collected by your supervisor.

2. Submitting

- a. You must submit your time sheet and all of the data that supports it to our office (IISS daily, Respite, IISS 5th day, and Community) by the 21st of each month.
 - Email - phredyall@aol.com by either scanning into the computer or taking a picture with your phone and attaching it to an email
 - Fax - 410-526-0056

3. Payment

- a. Direct Deposit
 - Your pay will be automatically deposited into your account on the 28th of each month
 - If the 28th falls on a weekend or a holiday your pay will automatically be deposited on the prior business day
 - The list of the direct deposit dates for the current year was included with your employee packet, it is also on our website www.endlessoptions-md.net
- b. Paper check
 - If you decide to opt out of direct deposit you will receive a paper check through the mail, we cannot guarantee that you will receive it by the 28th
 - We do guarantee that your check will be mailed out of our office by the 27th of each month
- c. Submitting time late
 - If you do not submit your payroll to the office by the 21st, we cannot guarantee you will be paid on time, for either direct deposit and paper check
 - If you do not get your paperwork in by the time we submit payroll, you will then receive a paper check
 - If we do not receive all of your correct paperwork (signed and initialed time sheet and all support data), your pay will be held until everything is submitted