

## 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 5<sup>th</sup> day, and Community) by the 21<sup>st</sup> of each month.
  - Email - [phredyall@aol.com](mailto: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 28<sup>th</sup> of each month
  - If the 28<sup>th</sup> 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](http://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 28<sup>th</sup>
  - We do guarantee that your check will be mailed out of our office by the 27<sup>th</sup> of each month
- c. Submitting time late
  - If you do not submit your payroll to the office by the 21<sup>st</sup>, 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