



Children Achieving Maximum Potential, Inc.

2020 Payroll Schedule and Important Notes

EXTREMELY IMPORTANT – EMAIL TIMESHEETS TO CHAMPTIMESHEETS@GMAIL.COM NO LATER THAN EVERY SATURDAY AT MIDNIGHT FOR THAT WEEK. WE MUST BE IN RECEIPT OF YOUR DATES/HOURS AND NOTES; BOTH ARE REQUIRED TO BE PAID. **ONLY SEND SCANNED PDF FILES; NO IMAGES, NO PICTURES, NO GOOGLE LINKS, NO THUMBNAI****LS.** THERE ARE MANY FREE PHONE SCANNER APPS LIKE TURBOSCAN AND CAMSCANNER. PLEASE SEE BELOW FOR FURTHER TIPS ON HOW TO SCAN.

Please note that we have created the schedule below to allow employees to be paid as quickly as possible. This schedule may be modified if necessary during the year. Always plan for extra time for direct deposits as delays can occur.

NOTES REGARDING PAYROLL:

- **Direct Deposit is mandatory so that paychecks can be received quickly.** ChAMP offers the benefit of free direct deposit to one account per employee.
- Pay stubs are not mailed, but are accessible through the payroll company's online system. You can sign up for the online system after your first paycheck is issued by creating an account at www.paychexflex.com. You can access your pay stubs through the "documents" tab. Your year-end tax documents will also be available through this online system. If you have questions or difficulty logging in, please email Alice (alice@childrenachieving.com) or Ashley (ashley@childrenachieving.com). For technical assistance, call the Paychex Help Desk at 888-246-7500.
- If you have questions regarding your paycheck, call us at (301) 591-9776 and email Kim at kedejong@msn.com immediately. Employees are responsible for reviewing each paycheck, as questions/concerns must be addressed within two payroll cycles in order to be reconciled. If you wait beyond two pay periods, reconciliation will not be possible.
- ChAMP issues direct deposits twice per month (as opposed to every other week). You will not always be paid the first and third Fridays of the month. Please note on your calendar which days are pay dates. Deposits can hit accounts at any point during the day; please do not expect payment first thing in the morning.
- **Please email your timesheets to champtimesheets@gmail.com. Do not fax your timesheets.**
- We recommend using a scanner app on your smartphone, such as TurboScan or CamScanner, to scan and email timesheets as one PDF file. Please see below for further instructions.
- Do not submit multiple weeks of timesheets at once. Please send individual attachments and emails for each week of hours/notes.
- There are several pay periods this year that cover 3 weeks of work and are issued after 3 weeks as opposed to two. Please plan accordingly.
- Timesheets that are not received by Saturday of every week may not be able to be processed. Late timesheets are placed on hold and are not paid until approved by ChAMP's billing department. If timesheets are submitted late, dates may be "closed out" by the State's electronic system and become unable to be processed; it is therefore absolutely critical that timesheets be faxed to ChAMP every single week for the below pay schedule.
- Timesheets should not be mailed for payroll purposes.

Children Achieving Maximum Potential
2275 Research Blvd., Suite 500, Rockville, Maryland 20850
Telephone: (301) 591- 9776
Fax: (301) 263-6870

- Complete timesheets in black ink and make sure to email both the date/time sheet and the notes sheet. Make sure the dates on the notes match the dates on the first page. ChAMP must receive the notes for each session with the timesheet in order to process (this is State regulation).
- Hours that are over the child's Plan of Care, over Autism Waiver plan limits, or over the maximum of hours per day based upon the Maryland Autism Waiver regulations will not be processed or will be reversed in a future paycheck. Please read timesheet rules (printed on the timesheets) in full.
- Please contact ChAMP yourself with payroll questions as we are unable to discuss your payroll with others. When you contact ChAMP, include dates/hours of expected pay so that we may quickly investigate and determine any discrepancy.
- Please consult the ChAMP Employee Handbook and all policies and procedures related to timesheet completion and submission in addition to the above information. You are responsible for all relevant information. Your signature on timesheets acknowledges that you have complied with all Autism Waiver and ChAMP policies.

HOW TO SCAN YOUR TIMESHEETS:

- **If you have an iPhone with iOS 11 or higher, you can use the Notes app to scan a document:**
 - Open a new or existing Note
 - Tap the camera icon and tap *Scan Documents*
 - Place your document in the camera's view
 - Use the shutter button to capture the scan
 - If needed, adjust the corners of the scan by dragging, then tap *Keep Scan*
 - Tap *Save* when finished scanning or continue on to add more pages
 - Title the note with your full name and the time period of your timesheets and data (e.g. *Shari Smith 10.20-10.26*)
 - Tap the *Share* icon and email the timesheet to champtimesheets@gmail.com
- **If you have a smartphone and wish to use a free scanning app, download TurboScan from the app store:**
 - Tap the camera icon
 - Place your document in the camera's view
 - Use the shutter button to capture the scan
 - Tap the *Add* button to scan additional pages
 - Tap the *Share* icon and select "Email as PDF"
 - Email the timesheet to champtimesheets@gmail.com
- **If you do not have a smartphone, you may use scan-and-email services at:**
 - Staples
 - FedEx Office
 - Certain branches of the Public Library (call for available services)

Payroll Schedule 2020

Pay Period Covered	Direct Deposit Date	Notes/Comments
December 29, 2019 – January 11, 2020	January 17, 2020	
January 12, 2020 – January 25, 2020	February 1, 2020	Will arrive in accounts 1/31 or 2/3

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January 26, 2020 – February 8, 2020	February 14, 2020	
February 9, 2020 – February 22, 2020	March 2, 2020	Monday
February 23, 2020 – March 7, 2020	March 13, 2020	
March 8, 2020 – March 28, 2020	April 3, 2020	3 weeks
March 29, 2020 – April 11, 2020	April 17, 2020	
April 12, 2020 – April 25, 2020	May 1, 2020	
April 26, 2020 – May 16, 2020	May 22, 2020	3 weeks
May 17, 2020 – May 30, 2020	June 5, 2020	
May 31, 2020 – June 13, 2020	June 19, 2020	
June 14, 2020 – June 27, 2020	July 3, 2020	
June 28, 2020 – July 18, 2020	July 24, 2020	3 weeks
July 19, 2020 – August 1, 2020	August 7, 2020	
August 2, 2020 – August 15, 2020	August 21, 2020	
August 16, 2020 – August 29, 2020	September 4, 2020	
August 30, 2020 – September 12, 2020	September 18, 2020	
September 13, 2020 – September 26, 2020	October 2, 2020	
September 27, 2020 – October 10, 2020	October 16, 2020	
October 11, 2020 – October 31, 2020	November 6, 2020	3 weeks
November 1, 2020 – November 14, 2020	November 20, 2020	
November 15, 2020 – November 28, 2020	December 4, 2020	
November 29, 2020 – December 12, 2020	December 18, 2020	
December 13, 2020 – December 26, 2020	January 4, 2021	Monday
December 27, 2020 – January 9, 2021	January 15, 2021	
January 10, 2021 – January 23, 2021	February 1, 2021	Monday