



2023-2024 Payroll Schedule; Please Review the Following Information for 2023 Updates

EXTREMELY IMPORTANT – EMAIL TIMESHEETS TO CHAMP TIMESHEETS@GMAIL.COM NO LATER THAN EVERY SATURDAY AT MIDNIGHT FOR THAT WEEK. (NOT EVERY OTHER WEEK!)

MAKE SURE TO SEND TO FULLY COMPLETE YOUR TIMESHEETS – DO NOT FORGET TO INCLUDE NAMES/DATES/HOURS AND DETAILED NOTES (See notes example on next page); BOTH ARE REQUIRED TO BE PAID. TIMESHEETS MUST INCLUDE ORIGINAL SIGNATURES FROM STAFF AND PARENTS. DO NOT USE COPIED TIMESHEETS!

PLEASE ONLY SEND SCANNED PDF FILES - NO IMAGES, NO PICTURES, NO GOOGLE LINKS, NO THUMBNAILS. IF YOU DO NOT HAVE ACCESS TO A PRINTER/SCANNER, YOU MUST USE YOUR SMARTPHONE'S CAMERA SCANNER

IF YOU DO NOT KNOW HOW TO USE YOUR SMARTPHONE'S CAMERA SCANNER...

All recent smartphones (iPhone & Android) have the camera scanner capability pre-installed, and there are many free mobile scanner apps available to download (Turboscan). Please look up a tutorial for how to scan multi-page documents using your specific phone by doing a Google search.

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 – PLEASE REVIEW EACH YEAR:

- **Direct Deposit is mandatory so that you get paid quickly.** ChAMP offers the benefit of free direct deposit to **one** account per employee.
- **Pay Stubs are not mailed. Paystubs are accessible through the payroll company's online system, Paychex.** You can sign up for the online system after your first paycheck is issued by creating an account at www.paychexflex.com. You can view your paystubs through the "documents" tab. Your year-end tax documents will also be available through this online system. If you have questions or difficulty logging on, please email Lauren. **For technical assistance, call the Paychex Help Desk at 888-246-7500.**
- **If you have questions regarding your paycheck, contact Lauren 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 pays twice a month (not 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.** In order to be paid you must send your session notes with the top part of the timesheet.
- If you do not have a printer/scanner, you must use a scanner app on your smartphone, such as "Turboscan" to scan and email timesheets as one PDF file.

- **Submit your timesheets each and every week by each Saturday at midnight.** If you submit late/old timesheets it may take several weeks for them to be processed and dates may be closed out; all late timesheets get processed outside the normal payroll process and must go through the billing process reconciliation to determine if they can be processed.
- **DO NOT SUBMIT MULTIPLE WEEKS OF TIMESHEETS AT ONCE.**
- **There are several pay periods this year that will be for 3 weeks of work and there are 3 weeks between pay periods.** 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 unable to be processed; it is therefore critical that timesheets be emailed to ChAMP every single week for the below pay schedule.
- **Timesheets should not be mailed for payroll purposes.**
- **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.** We must receive the notes for each session with the timesheet 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.** Read timesheet rules in full (they are printed on the timesheets).
- **Please contact us yourself with payroll questions** as we are unable to discuss your payroll with others. When you email, 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.

SESSION NOTES MUST INCLUDE THE TREATMENT PLAN GOALS ADDRESSED DURING THE SESSION, AND THE LEVELS OF PROMPTING/SUPPORT NEEDED FOR THE CLIENT TO COMPLETE THE TASKS.

***EXAMPLE:** Tying Shoes: [Name] was able to tie his shoes with 3 verbal prompts (VP), 2 model prompts (MP), and 1 partial physical prompt (PP).*

Include a statement and any important information like the one above for EACH goal you addressed with the client during that session.

If you have any questions or concerns, please contact Lauren Compton using the contact information below:

Email: Lauren@childrenachieving.com

Mobile (calls/text messages): 301-246-2553

Main Office: 301-591-9776

Payroll Schedule 2023-2024

Pay Period Covered	Direct Deposit Date	Notes/Comments
April 2, 2023 – April 15, 2023	April 21, 2023	
April 16, 2023 – April 29, 2023	May 5, 2023	
April 30, 2023 – May 13, 2023	May 19, 2023	
May 14, 2023 – May 27, 2023	June 2, 2023	
May 28, 2023 – June 10, 2023	June 16, 2023	
June 11, 2023 – July 1, 2023	July 7, 2023	3 week pay period
July 2, 2023 – July 15, 2023	July 21, 2023	
July 16, 2023 – July 29, 2023	August 4, 2023	
July 30, 2023 – August 12, 2023	August 18, 2023	
August 13, 2023 – September 2, 2023	September 8, 2023	3 week pay period
September 3, 2023 – September 16, 2023	September 22, 2023	
September 17, 2023 – September 30, 2023	October 6, 2023	
October 1, 2023 – October 14, 2023	October 20, 2023	
October 15, 2023 – October 28, 2023	November 3, 2023	
October 29, 2023 – November 11, 2023	November 17, 2023	
November 12, 2023 – December 2, 2023	December 8, 2023	3 week pay period
December 3, 2023 – December 16, 2023	December 22, 2023	
December 17, 2023 – December 30, 2023	January 5, 2024	
December 31, 2023 – January 13, 2024	January 19, 2024	
January 14, 2024 – January 27, 2024	February 2, 2024	
January 28, 2024 – February 10, 2024	February 16, 2024	
February 11, 2024 – February 24, 2024	March 1, 2024	
February 25, 2024 – March 16, 2024	March 22, 2024	3 week pay period
March 17, 2024 – March 30, 2024	April 5, 2024	
March 31, 2024 – April 13, 2024	April 19, 2024	
April 14, 2024 – April 27, 2024	May 3, 2024	
April 28, 2024 – May 11, 2024	May 17, 2024	
May 12, 2024 – June 1, 2024	June 7, 2024	3 week pay period
June 2, 2024 – June 15, 2024	June 21, 2024	
June 16, 2024 – June 29, 2024	July 5, 2024	Pay may arrive earlier in the week, NO LATE TIMESHEETS ACCEPTED.
June 30, 2024 – July 13, 2024	July 19, 2024	
July 14, 2024 – July 27, 2024	August 2, 2024	
July 28, 2024 – August 10, 2024	August 16, 2024	
August 11, 2024 – August 31, 2024	September 6, 2024	3 week pay period
September 1, 2024 – September 14, 2024	September 20, 2024	
September 15, 2024 – September 28, 2024	October 4, 2024	
September 29, 2024 – October 12, 2024	October 18, 2024	
October 13, 2024 – October 26, 2024	November 1, 2024	
October 27, 2024 – November 9, 2024	November 15, 2024	
November 10, 2024 – November 30, 2024	December 6, 2024	3 week pay period
December 1, 2024 – December 14, 2024	December 20, 2024	
December 15, 2024 – December 28, 2024	January 3, 2025	
December 29, 2024 – January 11, 2025	January 17, 2025	
January 12, 2025 – February 1, 2025	February 7, 2025	3 week pay period
February 2, 2025 – February 15, 2025	February 21, 2025	