



Consumer/Representative Training
Module 4: Payroll

Ron DeSantis
Governor

Taylor Hatch
Director



### **Payroll**

Timesheets and Invoices

Payroll Schedule

Submitting and Tracking

Reconciling



### **Types of Claims**

Directly Hired Employees

**Timesheet** 

Agency Vendors & Independent Contractors

**Invoice** 

Representative Reimbursements

Receipt



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### INVOICE SAMPLE

FROM						INVOICE	#56789
Name:	Consumable Su	ipplies Inc.				INVOICE	. π30/63
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	Anywhere, Fl 2	3569					
то							
Consumer Nam	e: Patty Particip	ant			*Date of	Invoice	12/1/2016
Date of							
Service	Start Time	End Time	Units	Rate:/hr	Total		
11/21/2016				2 26.00	52.00		
2 cases of Lg Bri	efs						
#12345							
Goods and	Service rece	rived as sho	own .				
Sarah Rep	r <i>ssentativs</i>	12/2/2016					
Sarah Repres							



State of Florida

### RECEIPT SAMPLE

FROM								
Name:	Consumable Su	ipplies Inc.			*Date	of Invoice		12/1/2016
	1234 Easy Stree	t						
	Anywhere, Fl 2	3569						
то								
Consumer Nam	e: Patty Particip	ant						
Date of							Balance	
Service	Start Time	End Time	Units	Rate:/hr	Total	Paid	Due	
11/21/2016			2	26.00	52.00	52.00	0	
2 cases of Lg Bri	efs							
#12345					Paid in fall c	heck #1678	12/1/201	6
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### Payroll Schedule

- Work week = 12:00 am Mon. 11:59 pm
   Sun.
- Bi-weekly Payroll
  - Payroll entries must be completed by 5:00pm on Tuesday of payroll weeks



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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec-16	25	26	27 Pay Day	28	29	30	31
	1 End Pay Period 8	New Year's Day (Observed) CDC+ Closed	12/19 - 1/1 10	11	12	13	14
Jan-17	15 End Pay Period	16 MLK Day CDC+ Closed	Pay Day  17  Payroll Deadline 5 pm  1/2 - 1/15	18	19	20	21
	22	23	24 Pay Day	25	26	27	28
	29 End Pay Period	30	<b>31</b> Payroll Deadline 5 pm 1/16 - 1/29	1	2	3	4



### **Submitting Payroll**



Online Secure Payroll



CDC+ Customer Service



### Warning

### APD CDC+ Secure Web-based Payroll System

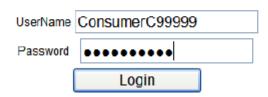
This site is for the exclusive use of current CDC+ consumers and their authorized consumer representatives.

Unauthorized use or access of this application or its resources is strictly prohibited.

This application and its resources may only be used or accessed by explicitly authorized individuals.

Unauthorized use or access of this application or its resources will be prosecuted to the fullest extent of all applicable United States Federal and State of Florida laws.

If you have questions regarding your authorization to use this application or its resources, call 1-866-761-7043 Toll Free.





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Main Menu Log off

### APD CDC+ Secure Web-based Payroll System

### MAIN MENU

This is where you are to enter your CDC+ timesheets, invoices, and reimbursement requests.

Entering information in this system does not guarantee payment. Payment depends on correct entry of all information based on your approved Purchasing Plan and availability of funds in your account.

After you have entered and submitted each timesheet, invoice, or reimbursement request, a new screen will appear and will give you a tracking number and instructions on how to check the status of your payment request.

### PLEASE SELECT THE FORM YOU WANT TO ENTER



### Important Information to Ensure On-time Payment

You will receive a tracking number for each timesheet, invoice, or request for reimbursement that you submit. Please print the page that displays your tracking number, or if you do not have a printer, please carefully write down the number.



lain Menu	Log off

### **Employee Weekly Timesheet**

Each week in the 2-week pay period coincides with the CDC+ work week which begins at 12:00 a.m. Monday and ends Sunday at 11:59 p.m.

At the end of each work week, you (i.e., the consumer or representative) should have a completed paper timesheet for each of your employees that both you and your employee have signed. Even though you may have more than one paper timesheet for an employee for services provided during the same work week, all the sheets together are considered one completed timesheet for that employee.

Enter the requested information from the employee's completed timesheet into the spaces shown below. You must enter ALL of the time worked for all services during one work week before you hit the submit button. Once you hit the submit button, you cannot enter any more services provided by that employee for that work week. When you have submitted your timesheet entry, you should have only one tracking number for each of your employees who worked during each work week.

Please notice that the paper timesheets require that you enter "time in" and "time out" for each day worked. However, when you enter the payroll information using the web-based system, you will provide only the TOTAL number of hours and minutes worked (to the nearest 15 minutes) in a lump sum for each work week for each service.

You may enter your employee's weekly timesheet(s) at the end of each work week if you wish to do so. As soon as the work week is over on Sunday at 11:59 p.m., and you have a completed and signed timesheet for the work week, you can enter that weeks' time worked until Tuesday at 5:00 p.m. after the end of the pay period. Please review the pay schedule to verify the end of each pay period. The pay schedule is posted on the CDC+ webpage at http://apd.myflorida.com/cdcplus.

If you receive an error message after hitting "Add" you can correct the error and hit "Add" again.

When you have completed the week's timesheet entry, hit "Submit Timesheet." You will then record your tracking number and check the status later.

### Consumer: F39Name L39Name

Service	s																	
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 Date of Invoice:
 07/15/2018 mmddyyyy
 Year:
 2018 ✓
 Month:
 6 ✓

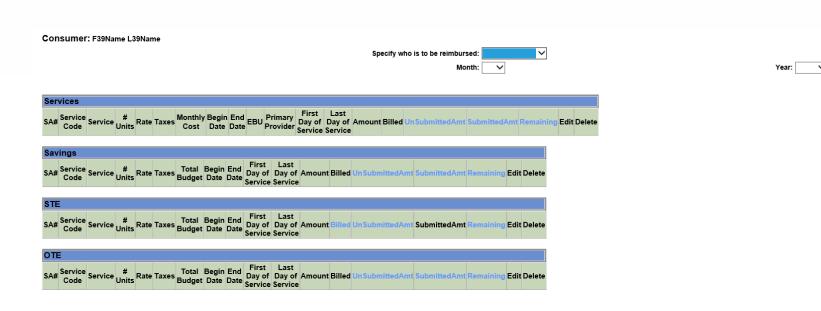
 Provider ID:
 830008:LAMPERT'S HOME THERAPY, INC ✓
 Invoice Number:
 12345

Servic	Services																	
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Add

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	Main Menu Log off
Check Transaction Status	
Enter your Tracking Number: Search	
©2008 Agency for Persons with Disabilities	

This application is best viewed in the following browsers: Microsoft Internet Explorer 5.0 or higher



### Important Information to Ensure On-time Payment

You will receive a tracking number for each timesheet, invoice, or request for reimbursement that you submit. Please print the page that displays your tracking number, or if you do not have a printer, please carefully write down the number.

It is very important (and it is the consumer
/representative's responsibility) to check the tracking status. The
consumer/representative is to use the issued tracking number(s) to "check transaction
status" for each submitted claim a few hours after each timesheet, invoice, or request
for reimbursement has been entered. To check your transaction status click on the
fourth (bottom) button, above, entitled "Check Transaction Status. This will take you to a
screen where you will enter your tracking number and then hit the "Search" button. You
will then be provided the status of payment processing.

If you receive the message, "Processing, please check back for an updated status," please wait three to four hours and check back. If you enter payment information after 5 p.m. Eastern Time, processing may not be complete until the next morning.

The APD payment system functions very effectively but in order to help us provide ontime payments you must check the transaction status on all Web submissions, and alert CDC+ staff immediately when you receive any message other than "Processing" or "Approved".



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Monthly Statement		
t the Month of the Report: 1/1/2017 V Consumer Statement		
If the selected Statement displays no data, the report is not yet available		
©2008 Agency for Persons with Disabilities		
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Microsoft Internet Explorer 5.0 or higher



### **Tracking Spending**

- Use Calendar
- Log or Track submissions
- Reconcile your account



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			DECE	MBER			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Week
1 Joe(32)7a-1p Dan(11)1p-9p	2 Kim(22)6:30a-8a Joe(32)2p-7:30p	3 Kim(22)6:30a-8a Joe(32)2p-7:30p	4 Kim(22)6:30a-8a Joe(32)2p-7:30pm	5 Kim(22)6:30a-8a Joe(32)2p-7:30p	6 Kim(22)6:30a-8a Joe(11)2p-7:30p	<b>7</b> Joe(32)7a-1p Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
8 Joe(32)7a-1p Dan(11)1p-9p	9 Kim(22)6:30a-8a Joe(32)2p-7:30p	10 Kim(22)6:30a-8a Joe(32)2p-7:30p	11 Kim(22)6:30a-8a Joe(32)2p-7:30p	12 Kim(22)6:30a-8a Joe(32)2p-7:30p	13 Kim(22)6:30a-8a Joe(11)2p-7:30p	14 Joe(32)7a-1p Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
15 Joe(32)7a-1p Dan(11)1p-9p	16 Kim(22)6:30a-8a Joe(32)2p-7:30p	17 Kim(22)6:30a-8a Joe(32)2p-7:30p	18 Kim(22)6:30a-8a JOE(32)2p-7:30p	19 Kim(22)6:30a-8a Joe(32)2p-7:30p	20 Kim(22)6:30a-8a JOE(11)2p-7:30p	<b>21</b> Joe(32)7a-1a Dan(11)1p-9p	Joe(32) = 34hrs Joe(11) = 5.5hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
<b>22</b> Joe(32)7a-1p Dan(11)1p-9p	23 Kim(22)6:30a-8a Joe(32)2p-9:00p	24 Kim(22)6:30a-8a Joe(32)2p-7:30p	25 Kim(22)6:30a-8a Joe(11)2p-7:30p	<b>26</b> Kim(22)6:30a-8a Joe(32)2p-7:30p	27 Kim(22)6:30a-8a Joe(11)2p-7:30p	<b>28</b> Joe(32)7a-2p Dan(11)2p-9p	Joe(32) = 31hrs Joe(11) = 11hrs Kim(22) = 7.5hrs Dan(11) = 16hrs
29 Joe(32)7a-1p Dan(11)1p-9p	30 Kim(22)6:30a-8a Joe(32)2p-7:30p	31 Kim(22)6:30a-8a Joe(32)2p-7:30p			Monthly Hours Joe(32) = 149.0h Joe(11) = 27.5hr Kim(22) = 33.0hr Dan(11) = 68hrs	179hrs	Joe(32) = 16.0hrs Kim(22) = 1.5hrs Dan(11) = 8hrs



### **Account Reconciliation**

### **Monthly Deposit**

- Timesheets
- Invoices
- Reimbursements
  Remaining Balance



Timesheets and Invoices

Payroll Schedule

Submitting and Tracking

Reconciling



### Thank you for your participation

For additional questions, please contact:

**Larry Hill** 

Larry.Hill@apdcares.org

850-487-4839

Or CDC+ Customer Service 1-866-761-7043