

2020 PAYROLL DATES

PAY PERIOD DATES			DUE DATE	PAY DATE
12/14/2019	THRU	12/27/2019	12/30/2019	1/10/2020
12/28/2019	THRU	1/10/2020	1/13/2020	1/24/2020
1/11/2020	THRU	1/24/2020	1/27/2020	2/7/2020
1/25/2020	THRU	2/7/2020	2/10/2020	2/21/2020
2/8/2020	THRU	2/21/2020	2/24/2020	3/6/2020
2/22/2020	THRU	3/6/2020	3/9/2020	3/20/2020
3/7/2020	THRU	3/20/2020	3/23/2020	4/3/2020
3/21/2020	THRU	4/3/2020	4/6/2020	4/17/2020
4/4/2020	THRU	4/17/2020	4/20/2020	5/1/2020
4/18/2020	THRU	5/1/2020	5/4/2020	5/15/2020
5/2/2020	THRU	5/15/2020	5/18/2020	5/29/2020
5/16/2020	THRU	5/29/2020	6/1/2020	6/12/2020
5/30/2020	THRU	6/12/2020	6/15/2020	6/26/2020
6/13/2020	THRU	6/26/2020	6/29/2020	7/10/2020
6/27/2020	THRU	7/10/2020	7/13/2020	7/24/2020
7/11/2020	THRU	7/24/2020	7/27/2020	8/7/2020
7/25/2020	THRU	8/7/2020	8/10/2020	8/21/2020
8/8/2020	THRU	8/21/2020	8/24/2020	9/4/2020
8/22/2020	THRU	9/4/2020	9/7/2020	9/18/2020
9/5/2020	THRU	9/18/2020	9/21/2020	10/2/2020
9/19/2020	THRU	10/2/2020	10/5/2020	10/16/2020
10/3/2020	THRU	10/16/2020	10/19/2020	10/30/2020
10/17/2020	THRU	10/30/2020	11/2/2020	11/13/2020
10/31/2020	THRU	11/13/2020	11/16/2020	11/27/2020
11/14/2020	THRU	11/27/2020	11/30/2020	12/11/2020
11/28/2020	THRU	12/11/2020	12/14/2020	12/25/2020
12/12/2020	THRU	12/25/2020	12/28/2020	1/8/2021
12/26/2020	THRU	1/8/2021	1/11/2021	1/22/2021

EVV IS MANDATORY AND MUST BE USED DAILY.

Timesheets are due to MERIL by 5 p.m. on the due date listed above. Timesheets that are submitted late or that fail to meet the timesheet guidelines may result in a delay of payment to the attendant. Please see the reverse for a complete list of timesheet guidelines.

Timesheet Guidelines

Submitting a timesheet with inaccurate information, whether intentional or not, is considered fraud so it is important that the participant thoroughly check all documentation prior to submission.

Use the EVV system, it is not optional. The only time a paper timesheet should be utilized is if there is an error with the EVV system.

- If a paper timesheet is needed there must be a note on the timesheet indicating what error occurred causing the need to use a paper timesheet.
- Timesheets must be completed daily and not at the end of the week or pay period. Do not prefill any portion of the timesheet.
- Indicate the pay period the timesheet is being completed for. Please refer to the front of this sheet for pay period dates.
- Legibly print the attendant's name in space provided.
- Document all dates worked on the corresponding day of the week.
- Record the time in/time out daily. Time in/time out must be exact times and never rounded. Always circle AM or PM.
- The participant and the attendant must initial the times worked each day.
- Indicate the total time worked in hours.
- Mark the hospital box and contact the Primary CDS Specialist each time the participant is hospitalized. Attendants will not be paid for the day before or after the participant is hospitalized until documentation of admission and discharge dates and times is provided.
- Check each task only if performed during the shift indicated. If a task is blacked or greyed out this means that it is not on the participant's plan of care and should not be completed.
- The employer and attendant must sign their full legal name for each shift worked.
- Timesheets must not be submitted until all services have been performed.
- Timesheet are due at MERIL offices by 5:00 p.m. the Monday following the end of the pay period. This includes timesheets correcting an EVV shift such as a late clock out or error on task selection. See the front of this sheet for due dates.
- Timesheets can be dropped in the secure drop box that is available 24/7 at both MERIL locations or mailed to 4420 S 40th Street St Joseph, MO 64503. If timesheets are being mailed they must postmarked by the post office prior to the due date. Otherwise they will be considered late which may cause a delay in the attendant receiving payment for services.
- The attendant will not be paid for service provided on dates that the participant is ineligible for MO Healthnet (Medicaid) benefits.
- Please do not use white out or pencil on timesheets. If a mistake is made, cross through the error and make the correction. The participant should initial next to the error indicating that they acknowledge the error.
- Do not staple, tape, or glue timesheets together.
- If a timesheet is needed the participant must contact their Primary CDS Specialist to request a timesheet.

Please refer to the Payroll Procedures section of the CDS Training Manual for additional details regarding payroll procedures.