CMIPS II and You:

New Timesheets

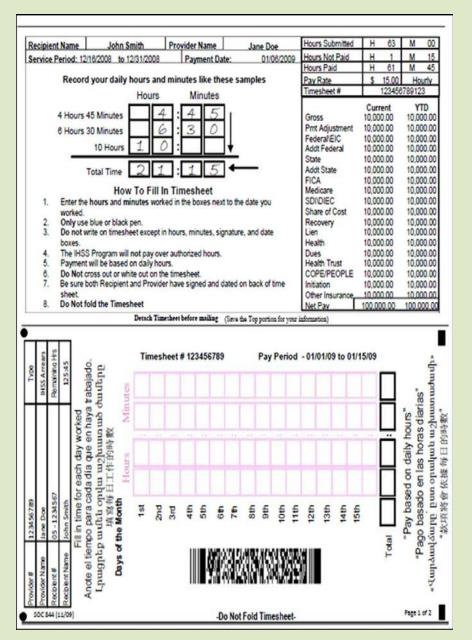


Payroll Processing for IHSS Providers

What does CMIPS II mean to IHSS Providers?

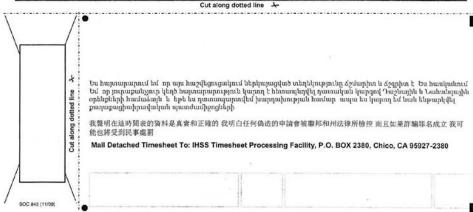
- The Case Management Information and Payrolling System II (CMIPS II) is the new computer system used by In-Home Supportive Services (IHSS) and the Public Authority (PA).
- New IHSS timesheet with new rules to complete.
- New timesheet processing system.

New IHSS Timesheet – Front



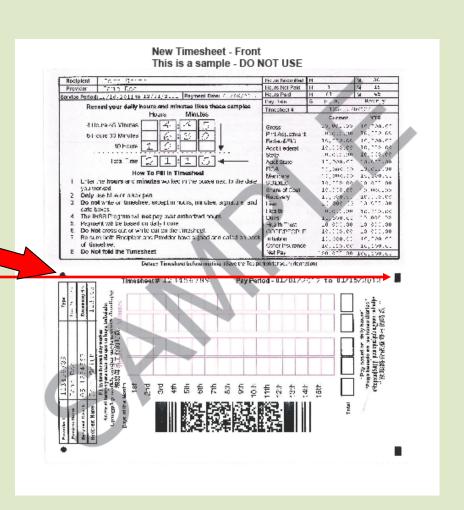
New IHSS Timesheet – Back





The correct way to fill out the new timesheet

- Detach paystub from timesheet before putting in envelope
- Computer will not process timesheet with attached paystub



Timesheet Do's

When completing your timesheet remember to:

- Use BLACK ink only.
- Record the actual hours and minutes worked daily.
- The Provider and Recipient must SIGN and DATE the timesheet.
- The Recipient will sign and date the timesheet after the Provider has worked the assigned hours.

Timesheet Don'ts

- Do not write in the boxes that have been grayed out on the timesheet.
- Do not write an "X" in the boxes that are blank.
 - Leave boxes blank for days you did not work.
- Do not write "H" in the boxes for days the recipient is in the hospital.
- Do not write notes or comments on your timesheet.
- Do not write notes to the Social Worker on your timesheet...remember timesheets will be sent the State Timesheet Processing Facility in Chico, CA.
- Address changes will no longer be reported on the timesheet.

Mailing Timesheets

When mailing timesheets, remember that:

- Only one timesheet per envelope will be accepted.
- Exact postage and return address are required on each timesheet envelope.
 - -Timesheets without exact postage will be returned to sender.
 - -Timesheets without exact postage and no return address will be sent to "dead mail" by the State Timesheet Processing Facility in Chico, CA, and considered lost timesheets.
- Timesheets must be completed and mailed timely, as they expire.
 - Checks also expire, and must be cashed or deposited timely.



Timesheet Lost? Damaged? Need a Replacement?

- Request a replacement timesheet by submitting the Replacement Timesheet Request form (IHSS TSR 8 E/S).
 - The Replacement Timesheet Request form can be:
 - Picked up in your local DAAS office,
 - Mailed to you at your request, or
 - Printed from the DAAS or PA website.
- The replacement timesheet will be mailed to you.

IHSS Replacement Timesheet Request Form (IHSS TSR 8 E/S)

The Designated Area Agency on Aging	
	MAIL TO / ENVIAR A:
Γ	536 E. Virginia Way
	TDD – Telephone Services for the Hearing Impaired TDD – Servicios Telefónicos para los que tienen dificultad de oír (909) 252-4703 05/10
In-Home Supportive S	services – Timesheet Replacement Request
	nal – Solicitud de Reemplazo del Reporte de Horas Trabajadas
To request a replacement timesheet, provide	the following information and submit the completed form to the appropriate d a replacement timesheet will be mailed to the address indicated on this form.
Para solicitar un reemplazo del Reporte de I	Horas Trabajadas, proporcione la siguiente información y presente la forma blicitud será procesada y un Reporte de Horas Trabajadas será enviada a la
Provider Name: Nombre del Proveedor:	
Provider Address:	
Provider Phone Number: Número de Teléfono del Proveedor	
Provider Number: Número del Proveedor	
Client Name: Nombre del Cliente	
Replacement Timesheet Pay Period:	de Horas Trabajadas
Replacement Timesheet Request Reas	
La Razón por la cual está Solicitando u □ Lost /Lo Perdió	un Reemplazo del Reporte de Horas Trabajadas:
☐ Torn or Damaged / Esta Desgarrado o Da	ñado
☐ Not Received / No la Recibió	
Other (please explain): Otra (por favor explique):	
Comments / Comentarios:	
Provider Signature: Firma del Proveedor:	Date Submitted: Fecha Presentada:

Early Timesheets

Please do not mail timesheets before the end of the pay period.

Early timesheets will be:

- Returned by the Timesheet Processing Facility and a new timesheet will have to be completed.
- This will cause a delay in your payment.

What to Do If You Move

Complete and submit an IHSS Change of Address form (SOC 840).

- The IHSS Change of Address form (soc 840) can be:
 - Picked up in your local DAAS office,
 - Mailed to you at your request, or
 - Printed from the DAAS or PA website.
- The IHSS Change of Address form (SOC 840) can be submitted to your local DAAS office by:
 - Dropping it off in person, or
 - Mailing it.
- Checks will not be forwarded.

IHSS Change of Address Form (SOC 840)

1. CHECK ONE BOX ONLY: PROVIDER	- DECIDIENT	2. PR	OVIDER NUMBER OR RECIP	PIENT CASE NUMBER
	IRST	MIDDLE	LAST COUN	TY NAME
4. HOME ADDRESS	STREET	СІТҮ	STATE	ZIP CODE
5. MAILING ADDRESS	STREET	СІТҮ	STATE	ZIP CODE
6. NEW HOME ADDRESS	STREET	CITY	STATE	ZIP CODE
7. NEW MAILING ADDRESS	STREET	CITY	STATE	ZIP CODE
8. TELEPHONE NUMBER				
☐ HOME	w	ORK	CELL	
9. NEW TELEPHONE NUMBE				
☐ HOME		ORK	CELL	
SIGNATURE				DATE

What Is New About the Timesheet Process?

- Computers cannot read timesheets like people can read them.
- Computers will reject timesheets it cannot read.
- IHSS providers must fill out new timesheets VERY CAREFULLY to avoid payment delays.

How Long Will It Take to Be Paid?

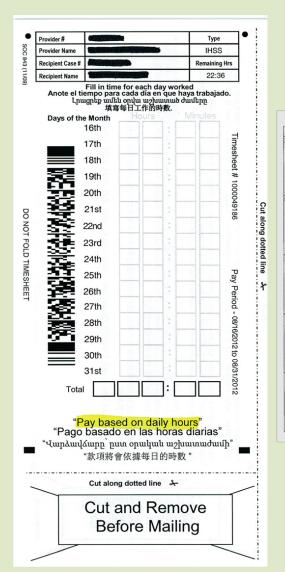
- Paychecks will still be issued within 10 working days.
 - The 10 days begins the day the timesheet is received by the Timesheet Processing Facility in Chico.
 - IHSS Timesheet Processing Facility PO Box 2380
 Chico, CA 95927-2380
- Paychecks will continue to be mailed from Sacramento (allow at least 2 – 3 days after the day the paycheck is issued).

Paycheck Status

Worried that your timesheet may not have been received?

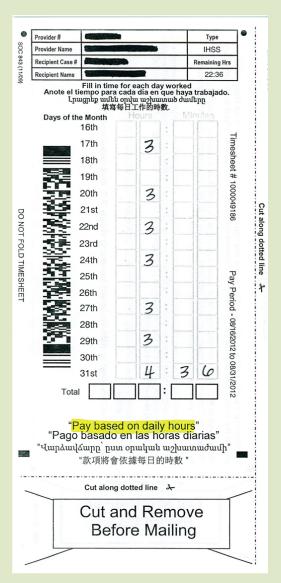
- Please wait 10 business days after mailing the timesheet before contacting the Paycheck Customer Service Hotline at 1-800-722-4595.
- Please do not call the IHSS Social Worker to request a timesheet or paycheck status.

Timesheet Entry Practice #1



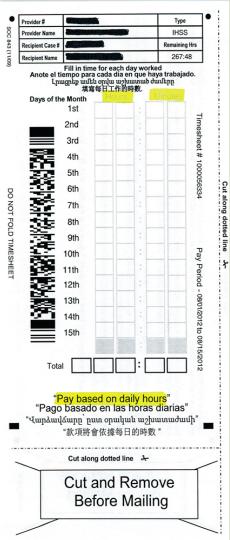
August 2012 My Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	3 hr	18
19	3 hr	21	3 hr	23	3hr	25
26	3hr	28	3hr	30	31 4hr 361	wins

Timesheet Entry Should Look Like This:



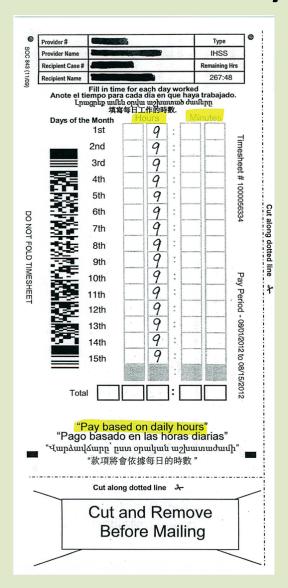
Cundov	Mondo	Tuesday	August 2012 Wednesday	Thursday	Felder	My Caler
Sunday	Monday 30	31	1 vveunesday	Thursday 2	Friday 3	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	3 hr	18
19	20 L	21	3 hr	23	3hr	25
	3 hr					Sales and
26	27	28	29	30	31	
	3hr		3hr		4hr 36	mins

Timesheet Entry Practice #2



			August 2012			My Calenda
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	9 hr	² 9hr	9 hr	9hr
9hr	9hr	9hr	°9hr	° 9hr	9hr	9hr
9hr	9hr	9hr	9hr	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Timesheet Entry Should Look Like This:



			August 2012			My Calendar
Sunday 29	Monday 30	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	31	9 hr	ghr	9 hr	9 hr
9hr	9hr	9hr	9 hr	9hr	9hr	9hr
9hr	13 9hr	9hr	9hr	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



Notes:	