

MatrixCare[®]

by *ResMed*

MatrixCare Home Care
Paychex Preview Allocation Payroll Extract
Setup Guide
Version: 2020 R3



MatrixCare™ Paychex Preview Allocation Payroll Extract Setup Guide

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Companies, names, and data used in examples herein are fictitious unless otherwise noted.

MatrixCare
11555 Heron Bay Blvd
Suite 301
Coral Springs, FL 33076
Support: 561-447-7111
Support E-mail: hc-support@matrixcare.com

Main: 561-447-7111
Fax: 954-827-0558
URL: <http://www.matrixcare.com>

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Table of Contents

- About the Paychex Preview Allocation Payroll Extract 1**
 - Getting Started 1
 - Configuring the Paychex Preview Allocation Payroll Extract..... 1
 - Office Payroll Tab..... 2
 - Caregiver Offices tab..... 4
 - Caregiver Pay Rates 4
 - Drop Down Maintenance - Service Codes..... 4
 - Holidays..... 5**
 - Non-Hourly Schedules..... 5**
 - Expenses..... 5**
 - Drop Down Maintenance - Payroll Adjustment Codes..... 6
 - Overtime 6
 - Finalize Payroll > Extract Button 7
 - Extract File Contents 8
 - Scenario 1 - Finalized Payroll 9
 - Scenario 1 - Paychex Preview Allocation Extract File Sample Contents..... 11
 - Scenario 2 - Finalized Payroll 12
 - Scenario 2 - Paychex Preview Allocation Extract File Contents..... 13

About the Paychex Preview Allocation Payroll Extract

The following information explains how to setup and use the MatrixCare Home Care Paychex Preview Allocation Payroll Extract feature. The Paychex Preview Allocation extract significantly differs from the original Paychex Preview extract, which is also offered to HomeCare clients. The Paychex Preview Allocation extract includes the following features:

- Earn codes are passed for all items in the extract.
- Payroll adjustments and expenses pass the total pay amount and the earn code.
- Schedules performed on holidays (as defined on the Offices Holidays tab) will pass the earn code of HOL, the hours worked, and the rate, which will include regular pay plus the holiday premium pay.
- Schedules with a Pay Flag other than Hourly (such as Visit, 15 min, or 30 min) will be converted into an hourly rate by dividing the total pay by the total duration of the schedule. This means that all rates passed in the Paychex Preview Allocation extract will be hourly rates, even if the caregiver is paid by the Visit.
- Overtime is passed as the regular rate plus the overtime premium rate and is allocated back to the schedules where the overtime occurred.
- Late schedules (retro pay), if overtime, will allocate back to the original schedule if there was no OT paid in the original week and if all the schedules paid in the previous week remain straight time despite the addition of the new late schedule.

Important Note: The Paychex Preview Allocation Payroll extract **cannot** be imported to a Paychex Preview software system *without the use of a Paychex-provided custom converter*.

Getting Started

In order to use the Paychex Preview Allocation Payroll extract, MatrixCare Home Care Support must enable your software for this feature. Contact Support Mon-Fri at (561) 447-7111 (9am-7pm EST). You can also e-mail us at hc-support@matrixcare.com.

Configuring the Paychex Preview Allocation Payroll Extract

Follow the information below to configure MatrixCare Homecare for the Paychex Preview Allocation Payroll Extract.

Office Payroll Tab

To configure the office settings, go to **Office Payroll** tab. Ensure that the Payroll Week Settings (Start Day and Start Time) are correct, as are the Daily or Weekly Overtime settings. The Company Code field should reflect the code assigned to this office by Paychex. Users may enter information in the Payroll Company File Extract Settings if a specific file naming convention should be used. Ensure that the file extension is set to csv.

The screenshot shows the 'Office Payroll' configuration page for 'Leslie Allocation Office' (ID: 601). The interface includes several sections for setting payroll parameters:

- Payroll Process:** Standard
- Payroll Week Settings:** Week Start Day: Monday, Week Start Time: 12:00 AM (highlighted with a red box)
- Pay Date Options:** Radio buttons for 'Equal to Pay Date' and 'Less Than or Equal to Pay Date'.
- Minimum Wage:** \$9.00
- Daily Overtime:** Rate Type: Disabled, Hours: 0, Multiplier: 1.00, D/E Code: E, Earn Code: 0A
- Weekly Overtime:** Rate Type: Blended, Hours: 40, Multiplier: 1.50, D/E Code: E, Earn Code: OT
- Payroll Company:** Company Code: 66445, Division Code: 040 BW
- Weekly Hours:** Max Hours Check: 168
- Payroll Company File Extract Settings:** File Extension: csv (highlighted with a red box), Characters: 0, Digits: 4, 4, Default File Path: [empty]
- Travel Time:** Travel Time Threshold: 30
- Holiday Pay:** Include in Regular Rate OT Calculation:

The following table explains the fields in the Office Payroll tab.

Field	Description
D/E Code	This is required by MatrixCare but is not passed in the extract file.
Earn Code	Enter the Earn Code for OT. This earn code will be passed in the extract file.
Company Code	Enter the Paychex number that was assigned to your agency by the Paychex processing office. This number will populate to the Co Code field in the extract file.
File Extract Prefix	Any specific file naming convention info can be entered here.
Use Company Code	Check the box to include the Company Code in the file naming convention.
Use Company Code - Characters	Specify the number of characters for the Company Code. Tabbing through the Characters field will default to the number of characters from the Company Code field.
Use Batch ID in File Name	Check the box to include the Batch ID in the file naming convention, if desired.
Use Batch ID in File Name - Digits	Enter a number to set the number of digits from the Batch ID in the file naming convention, if desired.
Limit Batch ID in Extract File	Check the box to limit the Batch ID digits in the file naming convention, if desired.
Limit Batch ID in Extract File - Digits	Enter a number to limit the number of digits from the Batch ID in the file naming convention.
File Extension	Enter the file extension name csv here.
File Path	Enter the default path location to save the Payroll Extract file.

Caregiver Offices tab

To configure the caregiver payroll ID number, open the **Caregiver Offices** tab. Enter the Paychex employee number in the Payroll File Number field. The value entered will be passed in Column C - File # in the Paychex Preview Allocation extract file.

Office	Wage Chart	Payroll File Number	Modified On	Modified By	Created On	Created By
Leslie Allocation Office		3435	11/14/2017 4:26 PM	Izimmer	11/14/2017 4:00 PM	Izimmer

Caregiver Pay Rates

To configure pay rates, enter the caregiver pay rates in any of the eight locations in the system. The Rate Source column in Finalized Payroll will display the location from which the pay rate was pulled.

Note: Expenses and Payroll Adjustments and some late timesheets/retro pay will not pass a Rate and Hours but will pass a total amount only.

- Pay Rate
 - Schedule
 - Client/Caregiver Rates
 - Client Rates
 - Payer/Office Rates
 - Caregiver Rates
 - Payer/Office Area Rates
 - Office Rates
 - Charts

Drop Down Maintenance - Service Codes

To configure the Earn Code for each service code, go to **Drop Down Maintenance Service Codes**. Enter a value in the Earn Code field.

The Earn Code will pass in Column D – Code, the number of hours worked will pass in Column F – Reg Hours and the associated rate will pass in Column E - Temp Rate.

ID	List Item Type	Name	Earn Code	OT Pay	Default Pay Unit Flag	Description
12164	Override	Travel Time	10	Include	Hourly	Travel Time
12009	Override	CNA	1	Include	Hourly	CNA
11990	Override	HHA	1	Include	Hourly	HHA
12014	Override	MILEAGE	3	Always Exclude	Unit	MILEAGE
12166	Override	PTO	5	Always Exclude	Hourly	PTO
12168	Override	Personal Care	1	Include	Hourly	Personal Care
12008	Override	Vacation	6	Always Exclude	Hourly	Vacation pay
12018	Override	Home Helper	1	Include	Hourly	Home helper
12167	Override	Respite Care	1	Include	Hourly	Respite Care
12165	Override	Training	9	Include	Hourly	Training

Important Note: The Earn Codes setup in MatrixCare Home Care for must match the codes setup in the Paychex system. Additionally, please ensure that there are no codes in Paychex which trigger additional calculations in the Paychex software. None of the information in the file requires any additional calculations.

Holidays

Any services worked that fall during a holiday (as configured on the Office Holidays tab) are hard-coded to instead pass the Earn Code HOL in Column D - Code. Holiday hours will also display the rate in Column E – Temp Rate as the regular rate plus the holiday premium, and the number of hours will pass in Column F – Reg Hours.

Non-Hourly Schedules

In the extract file, any services paid where the Pay Flag is *not* hourly will have the hourly rate calculated and the schedule will pass in the extract with an hourly rate. For example, a Visit schedule of two hours in duration and paid at \$20/Visit will calculate the hourly rate as \$20/2 hours = \$10/hr. A Visit schedule of 1.5 hours in duration and paid at \$20/Visit will calculate the hourly rate as \$20/1.5=\$13.33/hr.

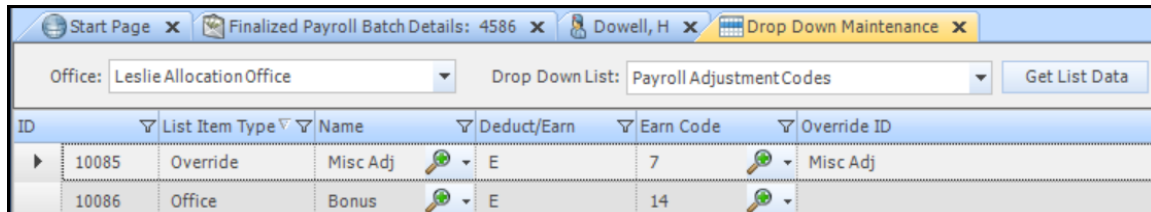
Expenses

Paychex will accept pay codes up to 2 alphanumeric digits in length and will pass in Column M - Adjust Ded Code along with the total dollar amount to be paid for that Earn Code in Column N - Adjust Ded Amount.

ID	List Item Type	Name	Earn Code	OT Pay	Default Pay Unit Flag	Description
12014	Override	MILEAGE	3	Always Exclude	Unit	MILEAGE

Drop Down Maintenance - Payroll Adjustment Codes

Payroll Adjustments pass to the extract as a total dollar amount to be paid. Examples of payroll adjustments can include Bonuses, Background Checks or general miscellaneous adjustments. These adjustments pass the Earn Code (Column K – Earnings 3 Code) and total dollar amount to be paid (Column L – Earnings 3 Amount). Payroll Adjustments can be a positive or negative amount and can affect the earnings amount for the Earn Code.



The following are examples of Earn Codes. The codes in both MatrixCare and Paychex must be identical, so coordination between both companies is required. Please contact your Paychex office for their list of codes. Keep in mind that the Deduct/Earn Code is required by MatrixCare Home Care but is not passed in the extract file. **The earn codes HOL and RET are reserved for MatrixCare use as those represent both Holiday and Retro (late timesheet) pay.**

D/E Code	Earn Code	Code Name
E	OT	Overtime Earnings (configured on the Office Record)
E	VAC	Vacation
E	TB	Trip Bonus
D	MIL	Mileage Reimbursement
D	RP	Parking Reimbursement
D	RT	Phone Reimbursement

Overtime

The Paychex Preview Allocation Payroll Extract handles OT differently than other MatrixCare Home Care payroll extracts.

- When there is OT in the payroll week, that OT is allocated back to the original schedule. In this case, the OT rate is passed as the rate plus the OT premium rate. For example, when a caregiver works at \$10/hr for 50 hours, the extract will pass 40 hours at \$10/hr and will pass 10 hours at \$15/hr.
- When there are late timesheets in the batch which affect the OT in a previous week, the late timesheets are allocated back to the original schedule only in specific cases:
 - There was no OT pay in the previously paid week (no weighted, blended rate has been calculated)

- All the schedules paid in the previously paid week remain straight time despite the addition of the late schedules (late schedules fall at the very end of the payroll week)
- If either of these are not true, then the late timesheets will be paid at straight time and any other amount to be paid will result in an OT adjustment.

Finalize Payroll > Extract Button

To extract the to the Paychex Preview Allocation Payroll Extract, select the finalized payroll batch from the “Select an Existing Batch” list.

- The D/E Codes and Earn Codes columns will display the codes configured in the Service Code table, Payroll Adjustments Table and the Office OT record for the completed payable services for the Pay Date.
- The Shift column will display the name of the shift configured in the Office Shifts tab.
- The Pay Rate will display the pay amount for the service. The Rate Source column will display the location in MatrixCare Homecare where the pay rate was found.
- If the batch contains OT, the Rate Source column will display WeeklyOT. If the batch contains Daily OT, the Rate Source column will display DailyOT. If the batch contains more than one payroll week and the caregiver has OT for each week there will be one Weekly OT row for each week passed in the batch.
- If the batch contains Payroll Adjustments, the Rate Source column will display Payroll Adjustment.

To extract the file, select **Paychex Preview Allocation** from the Extract Type list and click the **Extract** button.

The screenshot shows a software interface for configuring a payroll batch. The window title is "Batch". It contains several dropdown menus and buttons. The "Office" dropdown is set to "Leslie Allocation Office". The "Select an Existing Batch" dropdown is set to "4588". The "Payroll Process" dropdown is set to "Standard". The "Caregiver Group" dropdown is set to "Employee". The "Caregiver" dropdown is set to "Dowell, Heather". The "Pay Date" dropdown is set to "6/19/2020". The "Service Through" dropdown is set to "6/14/2020". The "Extract Type" dropdown is set to "Paychex Preview Allocation". There is an "Extract" button and a "Cancel" button.

The Save Payroll Extract File dialogue box will open. The Save location and the file name will both default based on the Office Payroll tab configuration.

If a specific naming convention is chosen that does not include batch number or date, then every MatrixCare Homecare extract file will have the same name, and users must override the previously extracted/saved file in the directory.

Extract File Contents

Column Location	Header Name	Valid Values/Info	MatrixCare Info
Column A	Co Code		Office Payroll tab in the Company Code field
Column B	Batch ID		Finalized Payroll Batch ID
Column C	File #	Length=6	Payroll File Number field on the Caregiver Offices tab
Column D	Code	Length=2	Earn Code from the payroll details for Services, OT and Holiday. This will be blank for payroll adjustments, expenses and OT adjustments.
Column E	Temp Rate		Hourly rate for services performed which pulls from payroll details. This will be blank for payroll adjustments, expenses and OT adjustments. Overtime records display straight pay plus the OT Rate (the full 1.5x rate). Straight time pulls from the schedule which incurred the OT.
Column F	Reg Hours		Number of hours worked per rate for services and holidays. This will be blank for OT.
Column G	Reg Earnings	Not used	--
Column H	O/T Hours		Number of hours worked above the Office Payroll tab threshold for the specific pay rate.
Column I	Hours 3 Code	Not used	--
Column J	Hours 3 Amount	Not used	--
Column K	Earnings 3 Code	Length=2	Earn Code from pay adjustments. Pulls from payroll details. OT adjustments display the Earn Code of RET.
Column L	Earnings 3 Amount		Total dollar amount for the pay adjustments or OT adjustments. Pulls from payroll details.
Column M	Adjust Ded Code	Length=2	Earn code from the expense. Pulls from payroll details.
Column N	Adjust Ded Amount		Expense dollar amount to deduct (positive number) or reimburse (negative number). Pulls from the payroll details.
Column O	Temp Dept	Length=6	Department Code field on the Caregiver Payroll tab

Scenario 1 - Finalized Payroll

This scenario includes hourly and visit services, weekly OT, expenses, a payroll adjustment, vacation, sick time, training, travel time, and holiday pay.

Batch: Office: Leslie Allocation Office Select an Existing Batch: 4588 Payroll Process: Standard Caregiver Group: Employee Pay Date: 6/19/2020 Caregiver: Dowell, Heather Service Through: 6/14/2020 Extract Type: ADP Standard Allocation

Caregiver	Payroll File #	Payroll Gro	Service Start Ti	Service End Time	Shift	Service	Earn Code	Pay Unit	Reg Units	Pay Rate	Rate Source	OT Limit H	OT Units	OT Rate	OT Pay	Holiday Name
Dowell, Heather	3435	Employee	6/8/2020 12:00 AM	6/15/2020 12:00 AM	Shift 1	HHA	OT	Hourly	0.00	\$11.29	WeeklyOT	40.00	4.5	\$5.65		
Dowell, Heather	3435	Employee	6/8/2020 8:00 AM	6/8/2020 4:00 PM	Shift 1	HHA	1	Hourly	8.00	\$15.00	CaregiverRates	0.00	0	\$0.00	Include	June HOL
Dowell, Heather	3435	Employee	6/8/2020 4:00 PM	6/8/2020 4:30 PM	Shift 1	Travel Time	10	Hourly	0.50	\$13.50	CaregiverRates	0.00	0	\$0.00	Include	June HOL
Dowell, Heather	3435	Employee	6/8/2020 4:30 PM	6/8/2020 6:30 PM	Shift 1	HHA	1	Hourly	2.00	\$15.00	CaregiverRates	0.00	0	\$0.00	Include	June HOL
Dowell, Heather	3435	Employee	6/9/2020 8:00 AM	6/9/2020 4:00 PM	Shift 1	HHA	1	Hourly	8.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/9/2020 4:00 PM	6/9/2020 4:30 PM	Shift 1	Travel Time	10	Hourly	0.50	\$9.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/9/2020 4:30 PM	6/9/2020 6:30 PM	Shift 1	HHA	1	Hourly	2.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/10/2020 8:00 AM	6/10/2020 4:00 PM	Shift 1	Vacation	6	Hourly	8.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Always Exclude	
Dowell, Heather	3435	Employee	6/10/2020 5:30 PM	6/10/2020 8:00 PM	Shift 1	CNA	1	Visit	1.00	\$30.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/11/2020 8:00 AM	6/11/2020 4:00 PM	Shift 1	HHA	1	Hourly	8.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/11/2020 8:00 AM	6/11/2020 4:00 PM	Shift 1	MLEAGE	3	Per unit	10.00	\$0.55	Expense	0.00	0	\$0.00		
Dowell, Heather	3435	Employee	6/11/2020 4:00 PM	6/11/2020 4:30 PM	Shift 1	Travel Time	10	Hourly	0.50	\$9.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/11/2020 4:30 PM	6/11/2020 6:30 PM	Shift 1	Training	9	Hourly	2.00	\$11.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/12/2020 8:00 AM	6/12/2020 4:00 PM	Shift 1	HHA	1	Hourly	8.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/12/2020 4:00 PM	6/12/2020 4:30 PM	Shift 1	Travel Time	10	Hourly	0.50	\$9.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/12/2020 4:30 PM	6/12/2020 6:30 PM	Shift 1	HHA	1	Hourly	2.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Include	
Dowell, Heather	3435	Employee	6/12/2020 4:30 PM	6/12/2020 6:30 PM	Shift 1		14	Hourly	1.00	\$25.00	PayrollAdjustment	0.00	0	\$0.00	Exclude	
Dowell, Heather	3435	Employee	6/13/2020 8:00 AM	6/13/2020 4:00 PM	Shift 1	PTO	5	Hourly	8.00	\$10.00	CaregiverRates	0.00	0	\$0.00	Always Exclude	

Office: Leslie Allocation Office Pay Date: 6/19/2020 Finalized Date: 6/9/2020

Date	Start Time	End Time	Client	Service Code	Pay Rate	Reg Units	OT Pay Rate	OT Units	Gross Pay	Earn Code	D/E
Total Pay Items: 18						Totals:	70.00	4.50	\$718.15		
Caregiver Group: Employee						Totals:	70.00	4.50	\$718.15		
Caregiver: Dowell, Heather						System ID: 14302	Payroll File #: 3435				
6/11/2020	8:00 AM	4:00 PM	Four, Client	MLEAGE	\$0.55	10.00	\$0.00	0.00	\$5.50	3	E
					Total for pay rate:	\$0.55	10.00	\$0.00	\$5.50		
6/9/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	\$0.00	0.00	\$4.50	10	E
6/11/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	\$0.00	0.00	\$4.50	10	E
6/12/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	\$0.00	0.00	\$4.50	10	E
					Total for pay rate:	\$9.00	1.50	\$0.00	\$13.50		
6/9/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	\$0.00	0.00	\$80.00	1	E
6/9/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	\$0.00	0.00	\$20.00	1	E
6/10/2020	8:00 AM	4:00 PM	Four, Client	Vacation	\$10.00	8.00	\$0.00	0.00	\$80.00	6	E
6/11/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	\$0.00	0.00	\$80.00	1	E
6/12/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	\$0.00	0.00	\$80.00	1	E
6/12/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	\$0.00	0.00	\$20.00	1	E
6/13/2020	8:00 AM	4:00 PM	Three, Client	PTO	\$10.00	8.00	\$0.00	0.00	\$80.00	5	E
					Total for pay rate:	\$10.00	44.00	\$0.00	\$440.00		
6/11/2020	4:30 PM	6:30 PM	Three, Client	Training	\$11.00	2.00	\$0.00	0.00	\$22.00	9	E
					Total for pay rate:	\$11.00	2.00	\$0.00	\$22.00		
6/12/2020	6:30 PM	6:30 PM		Weekly OT	\$11.29	0.00	\$5.645	4.50	\$25.40	OT	E
					Total for pay rate:	\$11.29	0.00	\$5.645	\$25.40		
6/8/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$13.50	0.50	\$0.00	0.00	\$6.75	10	E
					Total for pay rate:	\$13.50	0.50	\$0.00	\$6.75		
6/8/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$15.00	8.00	\$0.00	0.00	\$120.00	1	E
6/8/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$15.00	2.00	\$0.00	0.00	\$30.00	1	E
					Total for pay rate:	\$15.00	10.00	\$0.00	\$150.00		
6/12/2020	4:30 PM	6:30 PM	Three, Client	Bonus	\$25.00	1.00	\$0.00	0.00	\$25.00	14	E
					Total for pay rate:	\$25.00	1.00	\$0.00	\$25.00		
6/10/2020	5:30 PM	8:00 PM	Three, Client	CNA	\$30.00	1.00	\$0.00	0.00	\$30.00	1	E
					Total for pay rate:	\$30.00	1.00	\$0.00	\$30.00		
Caregiver Totals:						70.00		4.50	\$718.15		

Finalized Payroll Extract by Week													
											[** = Payroll Adjustment Pay]	[* = Holiday Pay]	
<u>Caregivers Below Minimum Wage</u>													
Office: Leslie Allocation Office Pay Date: 6/19/2020 Finalized Date: 6/9/2020													
Batch ID	Date	Start Time	End Time	Client	Service Code	Pay Rate	Reg Units	Accum. Wkly Hrs	OT Hrs	OT Rate	OT Amt	Pay Amt.	
☐ Caregiver Group: Employee							Total units:	71.50	Total Reg Pay:	\$692.75			
							Total OT Hours:	4.50	Total OT Pay:	\$25.40	Total Pay:	\$718.15	
☐ Caregiver: Dowell, Heather							System ID: 14302	Payroll File #: 3435					
Payroll Week of Monday, June 08, 2020 - Sunday, June 14, 2020													
*	4588	6/8/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$15.00	8.00	8.00			\$120.00	
*	4588	6/8/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$13.50	0.50	8.50			\$6.75	
*	4588	6/8/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$15.00	2.00	10.50			\$30.00	
	4588	6/9/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	18.50			\$80.00	
	4588	6/9/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	19.00			\$4.50	
	4588	6/9/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	21.00			\$20.00	
	4588	6/10/2020	8:00 AM	4:00 PM	Four, Client	Vacation	\$10.00	8.00	0.00			\$80.00	
	4588	6/10/2020	5:30 PM	8:00 PM	Three, Client	CNA	\$30.00	2.50	23.50			\$30.00	
	4588	6/11/2020	8:00 AM	4:00 PM	Four, Client	MILEAGE	\$0.55	10.00				\$5.50	
	4588	6/11/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	31.50			\$80.00	
	4588	6/11/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	32.00			\$4.50	
	4588	6/11/2020	4:30 PM	6:30 PM	Three, Client	Training	\$11.00	2.00	34.00			\$22.00	
	4588	6/12/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	42.00	2.00	\$5.64	\$11.29	\$80.00
	4588	6/12/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	42.50	0.50	\$5.64	\$2.82	\$4.50
	4588	6/12/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	44.50	2.00	\$5.64	\$11.29	\$20.00
**	4588	6/12/2020	4:30 PM	6:30 PM	Three, Client	Bonus	\$25.00	1.00				\$25.00	
	4588	6/13/2020	8:00 AM	4:00 PM	Three, Client	PTO	\$10.00	8.00	0.00			\$80.00	
Weekly Summary:							Blended / Average Weekly Pay Rate	\$11.29	Total Regular Pay:	\$692.75			
							Total Weekly OT Hours:	4.50	Total Weekly OT Pay:	\$25.40			
									Total Weekly Pay:	\$718.15			
Dowell, Heather's Totals:									Total Regular Pay:	\$692.75			
							Total OT Hours:	4.50	Total OT Pay:	\$25.40			
									Total Pay:	\$718.15			
Total Pay Items: 17													
Batch Summary:							Total Units:	71.50	Total Reg Pay:	\$692.75			
							Total OT Hours:	4.50	Total OT Pay:	\$25.40	Total Pay:	\$718.15	

This payroll shows that the caregiver worked multiple services at multiple different rates:

- HHA - Overall, 38 hours worked at \$10 with some hours earning holiday time and others earning OT.
- Vacation - 8 hours worked at \$10
- Sick (PTO) - 8 hours worked at \$10
- Training - 2 hours worked at \$11
- CAN - 1 Visit (2.5 hour duration) worked at \$30 (\$12 hourly)
- Travel Time - 2 hour worked at \$9 with some hours earning holiday time and others earning OT.
- Bonus: paid at \$25
- Mileage: Paid \$5.50 for Mileage
- Overtime: 4.5 hours of OT worked (HHA and Travel Time) with an OT Rate (premium) of \$5.64 added to the original hourly rate

Scenario 1 - Paychex Preview Allocation Extract File Sample Contents

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	Co Code	Batch ID	File #	Code	Temp Rate	Reg Hours	Reg Earn	O/T Hours	Hours 3 Cr	Hours 3 Ai	Earnings 3	Earnings 3	Adjust	Der	Adjust	Der	Temp Dept
2	66445	4588	3435										3	-5.5	200000		
3	66445	4588	3435								14	25			200000		
4	66445	4588	3435	5	10	8									200000		
5	66445	4588	3435	6	10	8									200000		
6	66445	4588	3435	10	9	1									200000		
7	66445	4588	3435	1	10	24									200000		
8	66445	4588	3435	9	11	2									200000		
9	66445	4588	3435	1	12	2.5									200000		
10	66445	4588	3435 HOL		13.5	0.5									200000		
11	66445	4588	3435 OT		14.645			0.5							200000		
12	66445	4588	3435 HOL		15	10									200000		
13	66445	4588	3435 OT		15.645			4							200000		

The extract file shows us the following information:

- Rows 2 shows the mileage total paid (\$5.50)
- Row 3 displays the total amount paid (\$25) for a Bonus. No hours are passed as this is not a service worked but additional dollars paid.
- Row 4 displays 8 hours paid at \$10 for Sick/PTO.
- Row 5 displays 8 hours paid at \$10 for Vacation.
- Travel Time is displayed in Rows 6, 10, and 11.
 - Row 6 displays 1 hour paid at \$9.
 - Row 10 displays .5 hour paid at the Holiday rate of \$13.50
 - Row 11 displays .5 hour paid at the OT rate of \$14.64.
- Row 8 displays 2 hours of Training paid at \$11.
- Row 9 shows that a 2.5 hour duration CNA service was paid at \$12/hour.
- A total of 38 hours was worked as HHA but this is broken out as follows:
 - 24 hours of HHA paid at \$10 (Row 7)
 - Row 12 shows the 10 HHA hours categorized as HOL and passed with the regular rate plus holiday premium (\$10+\$5=\$15/hr).
 - Row 13 displays the 4 hours of OT which were allocated to the HHA schedules at the end of the week paid at \$10/hr. The rate displayed in Column E is the original hourly rate of \$10 + the OT Rate of \$5.64 = \$15.64.

Scenario 2 - Finalized Payroll

This scenario includes hourly services, travel time, and a late timesheet resulting in an OT pay adjustment.

Batch	Office: Leslie Allocation Office	Select an Existing Batch: 4589	Payroll Process: Standard	Caregiver Group: Employee	Pay Date: 6/26/2020	Cancel
				Caregiver: Dowell, Heather <td>Service Through: 6/21/2020 <td></td> </td>	Service Through: 6/21/2020 <td></td>	
				Extract Type: ADP Standard Allocation <td></td> <td></td>		

Caregiver	Payroll File #	Payroll Group	Service Start Time	Service End Time	Shift	Service	Earn Code	Pay Unit	Reg Units	Pay Rate	Rate Source	OT Limit H	OT Rate	OT Pay	OT Units
Dowell, Heather	3435	Employee	6/8/2020 12:00 AM	6/15/2020 12:00 AM			OT	Hourly	0.00	\$11.11	WeeklyOTAdjustm...	40.00	\$5.56		1
Dowell, Heather	3435	Employee	6/14/2020 8:00 AM	6/14/2020 9:00 AM	Shift 1	HHA	1	Hourly	1.00	\$10.00	CaregiverRates	0.00	\$0.00	Include	0
Dowell, Heather	3435	Employee	6/15/2020 8:00 AM	6/15/2020 4:00 PM	Shift 1	HHA	1	Hourly	8.00	\$10.00	CaregiverRates	0.00	\$0.00	Include	0
Dowell, Heather	3435	Employee	6/15/2020 4:00 PM	6/15/2020 4:30 PM	Shift 1	Travel Time	10	Hourly	0.50	\$9.00	CaregiverRates	0.00	\$0.00	Include	0
Dowell, Heather	3435	Employee	6/15/2020 4:30 PM	6/15/2020 6:30 PM	Shift 1	HHA	1	Hourly	2.00	\$10.00	CaregiverRates	0.00	\$0.00	Include	0

Date	Start Time	End Time	Client	Service Code	Pay Rate	Reg Units	OT Pay Rate	OT Units	Gross Pay	Earn Code	D/E
Office: Leslie Allocation Office Pay Date: 6/26/2020 Finalized Date: 6/11/2020											
Total Pay Items: 5											
Caregiver Group: Employee											
Caregiver: Dowell, Heather											
System ID: 14302 Payroll File #: 3435											
6/15/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	\$0.00	0.00	\$4.50	10	E
Total for pay rate:					\$9.00	0.50	\$0.00	0.00	\$4.50		
6/14/2020	8:00 AM	9:00 AM	Four, Client	HHA	\$10.00	1.00	\$0.00	0.00	\$10.00	1	E
6/15/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	\$0.00	0.00	\$80.00	1	E
6/15/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	\$0.00	0.00	\$20.00	1	E
Total for pay rate:					\$10.00	11.00	\$0.00	0.00	\$110.00		
6/14/2020	9:00 AM	9:00 AM		Weekly OT Adj.	\$11.11	0.00	\$5.555	1.00	\$5.56	OT	E
Total for pay rate:					\$11.11	0.00	\$5.555	1.00	\$5.56		
Caregiver Totals:							11.50	1.00	\$120.06		

Batch ID	Date	Start Time	End Time	Client	Service Code	Pay Rate	Reg Units	Accum. Wkly OT Hrs	OT Hrs	OT Rate	OT Amt	Pay Amt.	
Office: Leslie Allocation Office Pay Date: 6/26/2020 Finalized Date: 6/11/2020													
Caregiver Group: Employee													
Total units:							57.00	Total Reg Pay:	\$641.75				
Total OT Hours:							5.50	Total OT Pay:	\$30.97	Total Pay: \$672.72			
Payroll Week of Monday, June 08, 2020 - Sunday, June 14, 2020													
*	4588	6/8/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$15.00	8.00	8.00			\$120.00	
*	4588	6/8/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$13.50	0.50	8.50			\$6.75	
*	4588	6/8/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$15.00	2.00	10.50			\$30.00	
	4588	6/9/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	18.50			\$80.00	
	4588	6/9/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	19.00			\$4.50	
	4588	6/9/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	21.00			\$20.00	
	4588	6/10/2020	5:30 PM	8:00 PM	Three, Client	CNA	\$30.00	2.50	23.50			\$30.00	
	4588	6/11/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	31.50			\$80.00	
	4588	6/11/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	32.00			\$4.50	
	4588	6/11/2020	4:30 PM	6:30 PM	Three, Client	Training	\$11.00	2.00	34.00			\$22.00	
	4588	6/12/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	42.00	2.00	\$5.63	\$11.26	
	4588	6/12/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	42.50	0.50	\$5.63	\$2.82	
	4588	6/12/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	44.50	2.00	\$5.63	\$11.26	
**	4588	6/12/2020	4:30 PM	6:30 PM	Three, Client	Bonus	\$25.00	1.00				\$25.00	
	4589	6/14/2020	8:00 AM	9:00 AM	Four, Client	HHA	\$10.00	1.00	45.50	1.00	\$5.63	\$5.63	
Weekly Summary:										Blended / Average Weekly Pay Rate	\$11.26	Total Regular Pay:	\$537.25
										Total Weekly OT Hours:	5.50	Total Weekly OT Pay:	\$30.97
												Total Weekly Pay:	\$568.22
Payroll Week of Monday, June 15, 2020 - Sunday, June 21, 2020													
	4589	6/15/2020	8:00 AM	4:00 PM	Four, Client	HHA	\$10.00	8.00	8.00			\$80.00	
	4589	6/15/2020	4:00 PM	4:30 PM	Three, Client	Travel Time	\$9.00	0.50	8.50			\$4.50	
	4589	6/15/2020	4:30 PM	6:30 PM	Three, Client	HHA	\$10.00	2.00	10.50			\$20.00	
Weekly Summary:										Blended / Average Weekly Pay Rate		Total Regular Pay:	\$104.50
												Total Weekly Pay:	\$104.50
Dowell, Heather's Totals:										Total Regular Pay:	\$641.75		
										Total OT Hours:	5.50	Total OT Pay:	\$30.97
												Total Pay:	\$672.72
Total Pay Items: 4													
Batch Summary:							Total Units:	11.50	Total Reg Pay:	\$114.50			
							Total OT Hours:	1.00	Total OT Pay:	\$5.63	Total Pay: \$120.13		

This payroll shows that the caregiver worked:

- HHA - 10 hours worked at \$10; 1 hour at \$10 from the previous payroll week
- Travel Time - .5 hour worked at \$9
- Retro Pay - Due to the late timesheet from a previously paid week, a \$5.56 OT adjustment is paid to adjust that OT. This late timesheet increased the number of OT hours but the weighted/blended rate remained unchanged for the previous week's pay.

Scenario 2 - Paychex Preview Allocation Extract File Contents

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Co Code	Batch ID	File #	Code	Temp Rate	Reg Hours	Reg Earn	O/T Hours	Hours 3	Cc Hours 3	Ar Earnings 3	Earnings 3	Adjust De	Adjust De	Temp Dept
2	66445	4589	3435								RET	5.56			200000
3	66445	4589	3435	10	9	0.5									200000
4	66445	4589	3435	1	10	11									200000

The extract file shows us the following information:

- Row 2 displays the OT adjustment due to the late timesheet. This item displays in this extract file as an OT adjustment (rather than as rate + OT premium) because OT had already been calculated in the previous week.
- Row 3 shows that .5 hour of Travel Time is paid at \$9.
- Row 4 shows that 11 hours of HHA service is paid at \$10/hour. Of those 11 hours, one hour is from the previously paid week and 10 hours are from the current week.