

Timesheet and Payable Submission Process

Timesheets

1. There are 2 pay periods one is the 1-15th and one is the 16th - 30/31st. Timesheets should only include dates that fall within these time frames.
2. Please use a separate timesheet for different pay periods. Payment will be delayed if multiple
3. pay periods are on the same time sheet.
4. Timesheets MUST include:
 - a. Employer's full name (written at the top of each page)
 - b. Employee's full name (written at the top of each page)
 - c. Date and time of service, you MUST include AM and PM.
 - d. Both the Employer (Guardian) and the employee MUST sign and date the timesheet after reviewing to confirm its accuracy.
 - e. When progress notes are required by the CMH, they must be included.
5. Timesheets can be submitted by:
 - a. Drop off to 301 W. Michigan Ave Ste. 102 Ypsilanti, MI 48197
 - b. Faxed to 734-482-3894 (24-hour fax line)
 - c. Emailed to timesheets@communityalliance.com (secure email)
6. Any errors or unauthorized overlapping time entries will delay your payment for the days' in question and may prompt further review and discussion with CMH.

Due Dates and Pay Frequency

1. Timesheets are DUE 3 days after the end of the service period.
 - a. Timesheets for the 1-15th service period is due on the 18th and
 - b. Timesheets for the 16th-end of month service period are due to us on the 3rd of the next month.
 - c. Timesheets submitted 30 days after the date of service may not be paid due to CMH billing submission deadlines.
2. Pay dates are on the 15th and 30th of each month or the closest business day if they fall on the weekend/holiday.
 - a. Direct Deposits funds will be available in your bank account the next business day after processing.
 - b. If CLN made a payroll error, we will make the correction **that same day**. We can arrange a check for pick up if preferred for a CLN error.

Payables (this includes mileage and activity reimbursement)

1. All expenses must be Medicaid approved expenses.
2. Expenses would have been a part of your initial budget allocation worksheet to ensure funds are available. Payables are approved and paid based on funds available in your budget.
3. Mileage must be submitted on the mileage log including destination, number of miles and the reimbursement cost. It must be signed by Employer and Employee.
4. Activity reimbursements must be submitted on the Financial Voucher with receipts attached. The form must be signed by Employer and Employee.
5. Payables are paid out twice a month.