

Tips and Updates on the ACES\$ Payroll Process

- Two fax numbers have been added for sending time sheets or service authorizations: (570) 558-3618 or (570) 207-7751.
- Please fax time sheets only ONCE. Sending a timesheet more than once will create a mandatory manual review, which may slow down the receipt of paychecks.
- If possible, send faxes during non-peak hours of 5:00 p.m. to 7:30 a.m.
- Ensure personal support workers place **the last FIVE (5) digits** of their Social Security number in the appropriate boxes on the time sheet.
- Please ensure time sheets are not faxed upside down. These time sheets cannot be processed BECAUSE THEY ARE BLANK WHEN RECEIVED.
- Please ensure all Social Security numbers are complete and correct on all documents.
- Employers: please ensure you have one enrollment packet completed for EACH of your employees.
- Employers: please ensure you have signed the time sheets.
- Employees: please ensure you have signed the time sheets.
- Service Facilitators: please ensure that you have signed service authorizations.
- For personal support workers who provide services to children, ACES\$ must receive a clear, returned record from the Illinois Child Abuse and Neglect Tracking System (CANTS) before payroll can be issued. This takes about two weeks.
- Employers and Service Facilitators: Please ensure the monthly total of **ALL** Adult Home-Based Services does not exceed the 2009 maximum of \$2,022 for adults who have left school. Exceeding the monthly total may result in delayed paychecks.
- Employers and Service Facilitators: Please ensure the monthly total of **ALL** Children's Home-Based Services does not exceed the 2009 maximum of \$1,348. Exceeding the monthly total may result in delayed paychecks.
- Remember that the minimum wage is \$7.75 per hour. Service authorizations or time sheets for rates less than the minimum wage cannot be processed.
- ACES\$ would like to keep families, personal support workers, and service facilitators informed on payroll matters through email. If you would like to receive these notices, forward your email address to: enrollment@acesfea.org.