

Paying Your Employees: What you need to know about Employees.

Payment Schedule

A Payment Schedule can be found on the Acumen website with your other program forms at www.acumenfiscalagent.com, choose your state, and then find your program. Please remember to follow this schedule so your employees get paid on time. Late submissions will be processed in the next payroll cycle according to the schedule.

Reporting Employees' Time

Anytime your employee performs work, you and the employee need to report that work to Acumen. Acumen encourages you to use our DCI system for reporting and payroll submission. DCI is an Internet-based application that allows your employees to submit their hours worked online or via the DCI Mobile EVV app. DCI is Electronic Visit Verification (EVV) compliant and provides real-time entry submission, service authorization information, and employee details.

DCI also gives you an added layer of fraud protection. As an employer, it is your responsibility to ensure the accuracy of all time entered prior to approval and submission. The DCI site is password protected, which means that no information can be modified without your password entered. It is your responsibility as the employer to keep this password confidential. Available reports will show you hours paid out, allowing you to keep a close eye on your account. You can compare these reports with your personal records to verify that there have been no unauthorized payment requests. If you would like more information on how to use DCI, click on the blue "Help" link in the top right corner of the DCI toolbar or call our customer service team at 1(866) 522-8636.

Employee Pay Rate and Changes

If you want to establish or change an employee's hourly pay rate, you must turn in an Employee Rate Form. This form is also available on the Acumen website www.acumenfiscalagent.com, choose your state, and then select your program. Please email, fax, or mail the completed form to Acumen. Make sure you refer to the Show Me the Money chart so you can see the total cost and stay within your budget limits.

Earned Income Credit

Some employees are eligible for Earned Income Tax Credit (EITC). EITC is a refundable federal income tax credit for low to moderate income working individuals and families. To qualify, taxpayers must meet certain requirements and file a tax return, even if they do not have a filing requirement. To learn more about the rules and income limits to qualify for EITC contact the IRS at www.irs.gov/eitc or call (800) 829-1040.