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# Payroll

#### **Overview**

This category covers the **Payroll** module in the HHAeXchange (HHAX) system providing guided instructions on how to setup and use the functionality.

Please direct any questions, thoughts, or concerns regarding the content herein to <u>HHAeXchange Cus</u>tomer Support.

#### **HHAX System Key Terms and Definitions**

The following provides basic definition of HHAX System key terms applicable throughout the document.

Term	Definition
Patient	Refers to the Member, Consumer, or Recipient. The Patient is the person receiving ser- vices.
Caregiver	Refers to the Aide, Homecare Aide, Homecare Worker, or Worker. The Caregiver is the person providing services.
Provider	Refers to the Agency or organization coordinating services.
Payer	Refers to the Managed Care Organization (MCO), Contract, or HHS. The Payer is the organization placing Patients with Providers.
ННАХ	Acronym for HHAeXchange



# **Payroll Setup Page**

The **Payroll Setup** page is used to create or edit existing payroll configurations. A configuration defines the parameters of an Agency's payroll structure. Agencies operating out of multiple Offices may create as many unique configurations as required to accommodate any differences in payroll structuring.

To setup a new payroll configuration, navigate to **Admin > Payroll Setup** to access the *Payroll Configuration* page. Click on the **New** button to open the *New Payroll Configuration* page, as illustrated in the image below.

The *New Payroll Configuration* page consists of a single section containing fields to set up basic payroll rules, such as overtime rates and the payroll week-ending date. The **Configuration Name** and **Overtime after** fields are required to save the new payroll configuration.

New Payroll Configuration	Enterprise 12.5.2.0 TELXWEB05 (MSIE 10.0) IE 11 (Doc 112:59 ES
General	
* Configuration Name: HHAX Non-Exempt	Status: Active
Pay Preference (Skilled):  Weekly Bi-Weekly	Pay Preference (Non Skilled):
Overtime:      Yes      No	* Overtime after: 40 Hrs
Minimum Hours For Daily: 1 Hrs	Overtime Rate: Visit Rate I (Visits prior to 06/29/2017) (1.5 times the rate selected)
Calculate Over time For Prior Week: ${}_{\bigcirc}$ $_{Yes} {}_{\bigcirc}$ $_{No}$	Overtime Rate: Visit Rate VI (visits on and after 06/29/2017) (1.5 times the rate selected)
Allow More Than One Payroll Batches per Caregiver per 🗹 Payroll Period:	Blended OT Rate: Select 🔍 🚺 (visits on and after 01/01/2100)
Payroll Hourly Equivalent for Live-In Shifts: 📃 🔜 HH:MM 🕔	Payroll week-Ending Day: Sunday
Display Patient Name on Stub: 🖌	Allow Payroll Creation on any Week-Ending Day:
Pay travel time to the minute: 🗌 🛈	

Payroll Setup - New Payroll Configuration

Upon saving the new payroll configuration, the page expands to include two additional sections: **Payroll Holiday Setup** and **Disciplines Rates** (as seen in the following image).

Edit Payroll Configuration	Enterprise 12,5,2,0 TELXWEB05 (MSIE 10.0) IE 11 (Doc IE 10) 2/07 13:07 ES
General	History
* Configuration Name: HHAX Non-Exempt	Status: Active
	Office(s): Florida (Gallo Office, DeadPool, Tico's) Edit
Pay Preference (Skilled):  Weekly  Bi-Weekly	Pay Preference (Non Skilled):  Weekly Bi-Weekly
Overtime:      Yes      No	Overtime after: 40 Hrs
Minimum Hours For Daily: 01 Hrs	Overtime Rate: Visit Rate 0 (visits prior to 06/29/2017) (1.5 times the rate selected)
Calculate Over time For Prior Week: ${}_{\bigcirc}$ $_{Yes}$ $\circledast$ $_{No}$	Overtime Rate: Visit Rate 0 (visits on and after 06/29/2017) (1.5 times the rate selected)
Allow More Than One Payroll Batches per Caregiver per 🗹 Payroll Period:	Blended OT Rate: Select  (visits on and after 01/01/2100)
Payroll Hourly Equivalent for Live-In Shifts: 📃 🔣 HH:MM 🜖	Payroll week-Ending Day: Sunday
Display Patient Name on Stub: 🗹	Allow Payroll Creation on any Week-Ending Jay:
Pay travel time to the minute:	
S4	ave l
Payroll Holiday Setup	
Year: 2019 V	Discipline: Select
No payroll	holidays found.
Discipline Rates	
Discipline: All 🔍 From Date: See	To Date:
No discipline	rates found. New

Payroll Setup - Edit Payroll Configuration

Additionally, a new field for **Office(s)** is included in the **General** section to apply the new payroll configuration to. Click on the <u>Edit</u> link to the right of the field to select the applicable Offices. An Office selection is required even if an Agency operates out of a single Office.



#### The Enterprise System



# **Service Codes**

#### **Create a Service Code**





Step	Action
	Contract Service Code
	Contract: Private Pay
	* Discipline: [HIA V]
	* Service Code: HHA-49
	* Rate Type: Hourly
	* Visit Type: Hourly Non-Skilled 🗸 🗸
	Hutual: 0
	the second se
	Save Cancel
	Adding a Service Code Window
5	Click <b>Save</b> to finalize.

#### **Additional Service Code Fields**

Additional Service Code fields (as illustrated in the image below) on the Contract Service Code window are used to address specific billing and scheduling scenarios (described in the table underneath the image).

Contract Service Code			
* Contract:	Private Pay	¥ ()	
* Discipline:	HHA	¥ ()	
* Service Code:	HHA Hourly	0	
* Rate Type:	Hourly	<b>v</b> ()	
* Visit Type:	Non-Skilled	<b>v</b> ()	
Mutual:			
Allow Patient Shift Overlap:			
Bypass Prebilling Validations:			
Bypass Billing Review Validations:			
Auto-Schedule Service Type ID:		(e.g. xx	xx)
Location Code:			
Live-in Units for Export			
Weekend/Holiday Codes:	<b>2</b> (1)		
Apply the Holiday Code to Weekday:	20		
Mileage Code:	0		
Default Mileage Code:	0		
Custom Hourly Rounding:	Select	× (1)	
Description:		0	
Code Configuration			
	Weekday Code	Weekend/Holida	ay Code
Export Code:	T1019:95 V	Select	*
Revenue Code:			
Taxonomy Code:			
HCPCS Code:			
GL Code:			
		Vie	w/Edit Holidays
	Save Cancel		

**Contract Service Code: Additional Fields** 



Field	Description		
Mutual	Select this checkbox if the <b>Service Code</b> is used for Mutual Visits. Overlapping visits scheduled with a <b>Mutual Service Code</b> may be scheduled with the same Caregiver without triggering a validation error.		
Allow Patient Shift Overlap	Select this checkbox if the <b>Service Code</b> is used for visits that overlap. This allows two separate Caregivers to be scheduled for a single Patient at the same time without triggering a validation error.		
Bypass Prebilling Val- idations	<ul> <li>Select this checkbox to allow visits scheduled with the associated Service Code to bypass Prebilling validations, with the following exceptions:</li> <li>Incomplete Confirmation</li> <li>With TEMP Caregiver</li> <li>OT/TT Not Approved</li> <li>Restricted Caregiver</li> </ul>		
Bypass Billing Review Validations	Select this checkbox to allow visits scheduled with the associated <b>Service Code</b> to bypass all Billing Review validations.		
Auto-Schedule Ser- vice Type ID	This field allows Agencies using the <b>Service-Specific EVV Confirmation</b> model to enter a 4-digit identifier for the <b>Service Code</b> . When a Caregiver enters this 4-digit identifier at Clock Out, the system applies the <b>Service Code</b> to the visit.		
Location Code	Code based on the location (region) of the servicing Agency/Office for billing purposes.		
Weekend/Holiday Codes	Select this checkbox to activate the second Weekend Holiday Code fields. Codes entered in these fields only apply to respective weekdays (with weekday code) and weekends (weekend code).		
Apply the Holiday Code to Weekday	Selecting this checkbox applies Weekend/Holiday Codes on either weekends OR holidays according to the chosen Holiday Template. Authorizations selected as "Weekend/Holiday" in the authorizations section pulls from visits that occur on a weekend OR a weekday if the holiday happens to fall on a weekday (M-F).		
Mileage Code	Select this checkbox to apply a mileage event on the Patient Calendar.		
Default Mileage Code	Select this checkbox to display entry on the Patient and Caregiver Calendars allowing the default code to be billable and payable. Only two "Default Mileage Codes" can be enabled per Contract; apply to Other (Skilled) and Other (Non- Skilled) disciplines.		
Custom Hourly Rounding	<ul> <li>Select to apply custom hourly rounding logic to the Service Code, as follows:</li> <li>0-52 minutes: EVV visit confirmation times between 0 to 52 minutes amount to 0 units; thereafter, billing units are calculated in increments of 59 minutes.</li> <li>0-14 minutes: EVV visit confirmation times between 0 to 14 minutes amount to 0 units; 15 to 60 minutes are rounded up to the hour. There-</li> </ul>		



	after, 30 minutes or more are rounded up to the hour; less than 30 minutes are rounded down to the hour. Billing units are calculated accordingly.
	<b>Note:</b> Once selected, all visits with this Service Code applied override Contract-Level Rounding Rules.
Description	Enter content to include in the Notes section of a claim file to help sup- port/reference the claim. <b>Note:</b> If left blank, then the visit Confirmation Times are displayed on the claim.
Code Configuration	
Export / Revenue / Taxonomy / HCPCS / Location Code	These codes are used in the actual Invoice file for Billing. The <b>Export</b> and <b>Week-end/Holiday Code</b> fields are created and managed in <i>the Export Code Refer-ence Table</i> . Refer to the Export Code Reference Table section below.

#### **Export Code Reference Table**

All Export Codes (including Weekday and Weekend Codes) are created and stored in the *Export Code Reference Table*. To access the table, navigate to *Admin > Reference Table Management* and select *Export Code* (under the *Fiscal* category) from the **Reference Table** field. Click the *Search* button to generate the table (as seen in the image below).

ference Table Management		Enterprise 20.05.01 TELXDEVD01 (HSLE 10.0) IE 11 (Doc IE 10) 6/0
Search		
Referenc	e Table: Export Code Search	Logo
Search	h Results (294)	Page 1 of 12   Next La
ID	Export Code	Status
1	ADG654654	Active
2	WEX001	Active
93	W1793	Active
22	EXot112	Active
4.0.0	bits bloods and	A stringer

**Export Code Reference Table** 

#### **Creating an Export Code**

To add a new value, click the **Add** button above the search grid (as seen in the image above). The **Add** *Export Code* window opens. Enter the **Export Code** in the required field (denoted with a red asterisk). The **Status** field is Active by default. Click **Save**.

HHAeXchange - Add Export Code	×	
Export Code		
* Export Code:		
Status: Active T		
Save Cancel		

Add Export Code



Note: Export Codes cannot be duplicated or deleted. To deactivate an Export Code, set the Status to Inactive.

#### **Editing an Export Code**

To edit an existing Export Code, click on the applicable **Export Code Name** (link) from the Export Code Reference Table. The *Edit Export Code* window opens. Edit the **Export Code** in the required field (denoted with a red asterisk). Select *Inactive* to deactivate the code; otherwise, leave as Active. Click *Save*.

HHAeXchange - Edit Export Code	×
Export Code	History
Export Code: sample text	
Status: Active T	
Save Cancel	

**Edit Export Code** 

The Edit window contains a **History** link to view the past activity for the Export Code.

**Note:** When adding a modifier to an existing Export Code, a ":" (colon) must be added after the existing code. For example, Export Code **T1019** with a modifier of **95** is entered as **T1019:95** in the **Export Code** text field.

	Weekday Code	Weekend/Ho	liday Code
Export Code	T1019:95 ¥	Select	*
Revenue Code			
Taxonomy Code			
HCPCS Code			
GL Code			
			View/Edit Holid

Adding a Modifier to the Export Code

#### **Contract Service Code**

On the Contract Service Code window (Contract Setup > Search Contract >Service Code (link)), the Export Code fields (Weekday and Weekend/Holiday Codes) are dropdown fields to select from (as high-lighted in the following image).

#### The Enterprise System



* Contract:	Select	• ()	
* Service Code:		0	
* Rate Type:	Select	• (1)	
· · · · · · · · · · · · · · · · · · ·	Select	·	
کر عن بالہ <u>بو</u> بطر	1 J		
Code Configuration			
	Weekday Code	Weekend/Ho	liday Code
Export Code:	Select	Select	•
Revenue Code:			
Taxonomy Code:			
HCPCS Code:			

**Contract Service Window: Export Code** 

#### **Inactive Export Codes**

If an existing Active Export Code is made *Inactive*, then the code displays with an (Inactive) on the dropdown, as seen in the following image. *Inactive* Export Codes are unavailable selections in the *Contract Service Code* window.

fa M. agou	i 🖉	
Code Configuration		
	Weekday Code	Weekend/Holiday Code
Export Code:	OOHHA_SAN (Inactive) V	00HHA_SAN (Inactive) V
Revenue Code:		
Taxonomy Code:		
HCPCS Code:		
GL Code:		
		View/Edit Holidays

**Inactive Export Codes** 

#### Adding a Service Code to a Contract

Step	Action
1	Navigate to Admin > Contract Setup >Search Contract to locate the applicable contract.
2	Select the applicable contract from the search results.

### The Enterprise System



Step	Action
	Contract Search  Search  Contract Name: Contract Type: All  Office(s): All  Effective Date From: Effective Date Toc  Search
	Search Results (61) Contract Name Office Immice Type Auth Required Compliance Status Effective Antina Immice - HCFA Yes Contract Compliance Active 08/03/201 Immice - HCFA Yes Personal Care Compliance Active 08/03/201 Immice - HCFA Status - Compliance Active 08/03/201 Select Contract
	Select the <b>Billing Rates</b> tab and click on the <b>New Rate</b> button.
3	Centract Stelep (Anazing Hailh)       Teleplant       Teleplant
4	On the Contract Rate window, complete the required fields (denoted by red asterisk) to include: Discipline, Service Code, From/To Date, Rate, and Billing Units Per Hour. Contract Rate * Discipline: HHA * Hourly * Service Code: HHA - Hourly * From Date: 01/01/2020 * Rate: 20.00000 * Billing Units Per Hour: 4 Hourly Cap For Invoicing: Hinutes: Minutes: Min Visit Hours For Daily: (HHMM) Active: Save Cancel
	Contract Setup: Billing Rates Tab
5	Click <i>Save</i> .



# **Pay Code Setup**

Once a payroll configuration has been created, **Pay Codes** must be established. **Pay Codes** are used to define Caregivers pay rates for specific types of work/situations. By default, the system contains an active **Non Payable** Pay Code for every discipline. The following are Pay Code examples that an Agency may set up for HHAs:

- HHA Standard for a standard HHA rate.
- HHA In Service for an HHA Caregiver attending an In Service.
- *HHA Holiday*, for an HHA Caregiver rate applied on a designated Agency holiday.

Complete the following steps to create a new Pay Code.

Step				Action	
1	Navigate to <b>Admin &gt; Reference Table Management</b> and select <i>Caregiver Pay Code</i> from the Reference Table field. Click the <b>Add</b> button.				
	The <i>Careg</i> below. Co	iver Pay Code win mplete the requi	ndow ope red fields «change - Caregi	ens, as seen in the following ima (denoted with a red asterisk). Iver Pay Code	age and described in the table
		Care	giver Pay Code	2	History
			* Dis	scipline: HHA 🔻	
			* Payroll Config * Pa	ay Code: HHA	
			Default Vis	sit Rate: 🗹 🗊	
		D	efault Travel Tin	ne Rate: 🗌 🗓	
			Default In-Servi	Status: Active	
				Save Cancel	
2				Caregiver Pay Code Window	
		Field		Description	n
		*Disciplir	ne	(Required) Select the Discipline applies to.	e the new Pay Code
		*Payroll Config	uration	(Required) Select the Payroll C Code applies to.	onfiguration the Pay
		*Pay Cod	le	(Required) Enter the Pay Code	Name.
		Default Visit	Rate	Select this checkbox to automa Pay Code to visits when a Care ciated Discipline is scheduled.	atically apply the giver with the asso-
		Default Travel T	ime Rate	Select this checkbox to automa Pay Code to new Travel Time e	itically apply the entries when a Care-





Step		Action						
		Field	Description					
			giver with the associated Discipline is scheduled.					
		Default In-Service Rate	Select this checkbox to automatically apply the Pay Code to new In-Services for Caregivers with the associated Discipline.					
		Status	Select Active to activate the Pay Code.					
3	Click <b>Save</b>	to create the new Pay Co	de.					





# **Holiday Setup**

With **Pay Codes** established, navigate back to the **Payroll Setup** page to enter special rates for Holidays observed by the Agency. To create a new Holiday, click on the **New** button (as seen in the image below).

Payroll Holiday Setup						
	Year: 2016	V	Discipline	: Select	~	
		Search				
Search Results (2)						New
Date	Holiday	Discipline	Payrate			
01/01/2016	New Year's Day	ННА	HHA Holiday	Update Rate	ď	X
12/25/2016	Christmas Day	нна	HHA Holiday	Update Rate	ď	×



The *Holiday Details* window opens. On this window select the applicable holiday from the **Holiday** field and the respective **Date** for the holiday.

Holiday Details		
* Holiday: Indeper	ndence Day 🕥 🚺	* Date: 07/04/2019
Discipline	Pay Code 🚺	
PCA	Select V	-
HHA <b>P</b>	Select Non Payable	
LPN	Select 🗸	
	- ler	

**Holiday Details Window** 

Once entered, unique **Pay Codes** may be applied to each Discipline. Once saved, the system applies a Holiday rate to Disciplines with a specified Pay Code.

**Note:** Values for the **Holiday** field are created and managed via the Payroll-Holiday Reference Table.

To review rates set up in the Payroll Holiday Setup section, click on the *Search* button. The **Year** and **Discipline** fields may be used to filter search results.



# **Discipline Rates**

**Discipline Rates** are used to specify the *Hourly*, *Daily*, and *Visit* (Live-In) rates for a **Pay Code**. This allows the system to apply a rate to a visit according to visit type. To create a new rate, go to the Discipline Rates section of the **Payroll Setup** page and click the *New* button.

The *Discipline Rate* window opens. Complete the required fields (denoted with a red asterisk), as seen in the image.

https://www.hhaexchange.com/ENT0600040901//@
Discipline Rate
Auto-Adjust Impacted Discipline Rate Dates 🗆 🧃
* Discipline: PCA 🔻
* Pay Code: PCA Base 🔻
* From Date: 01/01/2015
* To Date: 12/31/2015
* Hourly: \$ 10.000000
* Daily: \$ 80.000000
* Visit: \$ 120.000000
* Active: 🕑
Save Cancel
<b>▼</b>

**Discipline Rate Window** 

Each **Discipline Rate** is applied to a single discipline for a specific amount of time. Once a rate is saved, the **Discipline** and **Pay Code** fields lock in the system; however, the Dates and Pay Rates can be adjusted as needed.

Because **Pay Codes** are linked to a specific Discipline, the available values in the **Pay Code** field depend on the value in the **Discipline** field.

The **Auto-Adjust Impacted Discipline Rate Dates** checkbox (atop the fields) is selected to automatically adjust existing **Discipline Rates** eliminating any overlaps or date gaps between the new rate entered and the existing one.

Click the *Search* button to review or edit existing rates. The **Discipline** and **From/To Date** fields may be used to filter search results.

Discipline Rates								
	Discipline: All	~	From Date:		То	Date:		
				Search				
Search Results (	10)							New
Discipline	Pay Code	From Date	To Date	Hourly	Daily	Visit	Status	
PCA	PCA Hourly	12/01/2015	01/13/2017	10.000000	0.000000	0.000000	Active	Edit
PCA	PCA Live-In	12/01/2015	01/13/2017	0.000000	100.000000	0.000000	Active	Edit
HHA	HHA Base	12/01/2015	01/31/2022	15.000000	140.000000	200.000000	Active	Edit
HHA	HHA Hourly \$10	12/01/2015	03/05/2020	10.000000	0.000000	0.000000	Active	Edit
HHA	HHA Holiday	12/01/2015	01/01/2021	15.00000	200.000000	0.000000	Active	Edit
HHA	HHA Live-In	12/01/2015	01/03/2020	0.000000	150.000000	0.000000	Active	Edit
RN	RN Visit	12/01/2015	01/20/2017	0.000000	0.000000	100.000000	Active	Edit
LPN	LPN Visit	12/01/2015	01/13/2017	0.000000	0.000000	50.00000	Active	Edit
PA	PA Hourly	12/01/2014	12/31/2015	10.000000	0.000000	0.000000	Active	Edit
PA	PA Hourly	01/01/2016	12/03/2020	12.000000	0.000000	0.000000	Active	Edit

#### **Discipline Rates**



# Differentials

**Differentials** are **Discipline Rates** adjusted at the **Caregiver** and/or **Visit** level. When a Caregiver is assigned to a visit, the system reviews any Discipline Rates that may apply to the visit, followed by rates set up for the individual Caregiver, and finally by adjustments made to the rate for the specific visit. For example:

- An HHA Caregiver is assigned to a visit. Once a **Pay Code** is selected, the system applies the appropriate Discipline Rate.
- If that HHA Caregiver has a **Differential** setup, the rate for the Caregiver is applied to the visit instead of the **Discipline Rate**.
- Finally, the user scheduling the visit can adjust the rate manually under the **Billing** tab of the visit window. If the rate is adjusted manually, the system then uses the manually entered rate instead of the Discipline Rate or the Differential entered for the specific Caregiver.

#### **Caregiver Differential**

Complete the following steps to set a Differential at the Caregiver level.

Step	Action				
1	On the <i>Caregiver Profile</i> , select the <u>Rates</u> link from the left navigation.				
2	On the Rates section, click on the <b>New</b> button.				
3	The Rates window opens. Complete the required fields (denoted with a red asterisk) as seen in the image below. Enter a Patient Admission ID to apply the rate for a specific Patient. More than one rate can be set; i.e., a unique rate for each Patient can be established.          Rates       * Discipline: PCA         * Pay Code: PCA Hourly       2         * From Date: 01/01/2019       1         * To Date: 02/07/2020       1         * Daily: \$120.000000       1         * Daily: \$120.000000       1         * Daily: \$120.000000       1         * Save       Cancel				
	Caregiver Level Differential				
4	Click <b>Save</b> . When this Caregiver is assigned to a visit with this Pay Code, they are paid the rate				
-	entered here, instead of the default <b>Discipline Rate</b> .				



#### **Visit Differential**

Setting a Differential at the visit level must be done manually for each individual visit. Complete the following steps to apply a Differential at the visit level.

Step		Action											
1	Navigate to <b>Visit &gt; Visit Search</b> t	o locate the visit. > Edit >	> Bill Info > Override Pay Rate.										
2	On the applicable visit, click on t	he edit icon. Select the <i>Bi</i>	ll Info tab.										
	In the <b>Payroll Details</b> section, enter the applicable rate in the <b>Override Pay Rate</b> field.												
	HHAeXchange - Non Skilled Bill Info			×									
	Schedule Visit Info	Bill Info Care Path		^									
	Printers MR for making the	Pa	yroll Details: <u>History</u>										
	Propagy METRO LINES	Neuroscillary Mill No.	Payroll Type: Hourly										
	Rents Calls III Touts	Revenue Codes	Pay Code: HHA Hourly										
2	AND Tapes Hours	and Tapes	Service Hours: 00:00										
5	Rents Reals	Barratico Heagen	TT/OT Hours:										
	11,107 Magne		Adj. Hours: 0200 (-) HHMM										
	Ally Mages	Adj. Name C	Pay Units: 02:00										
	Radial Name	Mildle Ream	Pay Rate: \$15.000000										
	addate from 0	And and a state of the	Override Pay Rate: \$ 20.000000										
	and and the second second	Martine C 10000											
	111100000011	110000010100											
		Visit-Level Differential and Ad	justment										
л	Click <b>Save</b> . Overriding the Pay Ra	ate at the visit level overw	rites the original Discipline Rate	e, as well									
+	as the rate set at the Caregiver le	evel.											



# **Travel Time**

The multifaceted **Travel Time (TT)** function allows Agencies to generate payable travel time records in HHAeXchange and spans across several Modules. The TT function allows user to:

- Enter TT records on a case-by-case basis on the Caregiver Calendar page,
- enter TT records in bulk using the new Travel Time page under the Action Module,
- setup a Default Pay Code for all TT records, and
- process TT records in Payroll.

Refer to the <u>Travel Time category</u> for complete details of the **Travel Time** function.



# Calculating Off Duty Time in the Travel Time Module

Tip: You can press Ctrl-F on your keyboard to search this topic.

### **Off Duty Time (ODT) Settings in Office Setup**

**Off Duty Time (ODT)** refers to the time gap between visits that a Caregiver has left over after Travel Time; i.e., short periods of time not long enough to be considered personal time. Agencies can apply ODT settings to correctly pay Caregivers based on the payroll rules for an Office when creating a Travel Time batch.

In the *Office Setup* (Admin > Office Setup > Search Office) page, select the Calculate and Pay Off Duty Time (ODT) checkbox to manage ODT settings for the selected Office. When selected, the Max ODT field to the right of the checkbox is required to indicate the maximum number of minutes allowed for ODT. This field only accepts number characters with a 3-digit limit.

HAexchange Home Patient Cares	iver Visit Action	Billing Report	Dashboard	Admin	Notification Messages ToDe's Open Cases Welcome -
Edit Office					
General					
* Office Name	HHAeXchange Office				Status: Active
Office Grouping	Westchester (You can select only leaf	yroup)			Office Code: HHA     Web Applicant Unique URL: https://ust.hhaexchange.com/Customized0902010000/Applica     u=ad3352d1-4f09-47fd-ac02-9e7e90848483
Tax ID	HHAT1	)			NPI No.: HHAN1 () Provider ID (33b): HHAP1 ()
Provider Zip Code	10006 - Admi				Default Coordinator: Select
Mobile Fixed Visit Verification	V ()				* Mobile GPS Visit Verification: 🗹 Tolerance Range (ft): 9999999999 🕕
Allow Caregiver In-Service and Visit Overlaps					Mobile Beacon Verification: 🗹 🛈
Allow Caregiver Absence and Visit/In-Service Overlaps	V ()				UnBalanced Tolerance: Hours 02 Min 15 🛈
Display MD Order Aide Tab as	Duty Code View     Order/Goal View				Transportation Methods for Travel Time: All
Open Case Acceptance Caregiver Default	View Open Cases () Request and Accept O	oen Cases 🚺			Open Case Acceptance: Request Limit Default: 🗹 📴 🔞
Master Week Rollover Time Frame	10 Days 👔				Calculate and Pay Off Duty Time (ODT): 🗹 🕦 * Max ODT: 📗 Min
Address ()					Off Duty Time (ODT)
Street 1	New York1				S ODT is the remaining time after Travel Time between two same-day visits for a Caregiver.
City	NEW YORK				If your Office would like to pay caregivers for this time, as long as it is less than a certain number of minutes, check the box and enter
* Zip	10005 - 0400				the maximum number of minutes you are willing to pay for ODT. *Default ODT PayCodes must be created in Reference Table
Fax	311 - 311 - 31	11			Management and added to Payroll Setup.

*Note: Default ODT Pay Code(s) must be created via the Reference Table Management.* 



#### Default Off Duty Time Rate in Reference Table Management

Once enabled in the Office Setup, default ODT Rates are assigned when creating or editing a Caregiver Pay Code via the Reference Table Management functionality (*Admin > Reference Table Management > Caregiver Pay Code*) for each discipline. On the Caregiver Pay Code window, select the **Default Off Duty Time Rate** checkbox.



Search	
Reference Table: Caregiver Pay Code	Search
ODT HHA	HHA Default Payroll Setun No No
ODT Pay Code	HHA Exchange - Caregiver Pay Code
ODT RN	
ODT RN Bainish	Caregiver Pay Code History
	* Discipline: HHA
	* Payroll Configuration: Default Payroll Setup
	* Pay Code: ODT Pay Code ()
	Default Visit Rate: 🗌 🛈
	Default Travel Time Rate: 🗹 🕦
	Default Off Duty Time Rate: 🗹 🛈
	Default In-Service Rate: 🗌 🕦
	Exclude from Overtime: 🗌 🕦
	Status: Active

Assigning a Default Off Duty Time Rate to a Discipline

When selected, the Pay Code is defined as the default ODT rate for the discipline. Therefore, when creating a Travel Time batch for Caregivers of this discipline, the Pay Code is automatically applied. Only one Pay Code can be marked as the Default ODT rate for each discipline within each Payroll configuration.

**Note:** Users with access to the Reference Table Management functionality can override this default, if/as needed. A history of changes is available to view.

# Default Off Duty Time Rate Column on the Reference Table Management Results

On the results grid of the Caregiver Pay Code Reference Table, the respective default Pay Codes are displayed under the **Default ODT Rate** column.

erence Table Management								
Search								
Reference Table: Caregiver Pay Code	Search						1	Legend
Pay Code: ODT	Discipline: All	V	Default Visit Rate:	All	Sta	tus: Active	~	
Search Results (5)		I	Search					∧dd
							Page	1 of 1
Pay Code *	Discipline	Payroll Configuration	Default Visit Rate	Default Travel Time Rate	Default In-Service Rate	Exclude From OT	Default ODT Rate	<u>Status</u>
ODT HHA	HHA	Default Payroll Setup	No	No	No	No	No	Active
ODT Pay Code	HHA	Default Payroll Setup	No	Yes	No	No	Yes	Active
	RN	Default Payroll Setup	No	No	No	No	No	Active
ODT RN								

**Default ODT Rate Column** 

#### **Reviewing the Travel Time Batch**

To avoid confusion, Agencies who use ODT must be aware that ODT events are included in the total record count when reviewing a Travel Time (TT) batch (*Action > Travel Time > Travel Time Batches* tab).



As illustrated in the image below, the selected batch indicates the number of Travel Time records within the batch. The **Total Records Calculated** may differ if either (a) Travel Time records (previously included) have been deleted; OR (b) if the **Calculate and Pay ODT** setting is enabled.

K HHAeXchange	Home	Patient Caregiver Visit	Action Billing Report Dashboard Ad	nin	Notification Messages	ToDo's Open Cases	Welcome	Support Center	<u>Sign Ou</u>		
Travel Time Trip											
Select Trovel Tin	ne Batches	>									
Batch											
Office: HHAeXchange	Office	Batch #: HHATT10643	Status: TT Created	Total Records C	Calculated: 1		Batch Processed Da	te: 09/26/2017 03:41			
Disclaimer: Travel time reco In order for OD	rds are generated Fevents to be crea	using Google Maps estimated tim ted, default ODT paycodes must l	e and distance calculations. Once results are ret be set for each discipline in Reference Table Man	urned, it is strongly recommended that agement and added to your Payroll Set	agencies review record tup.	s in detail before proce	ssing.				
Records in Batch (1) (									_		
Caregiver -	Travel Date	Visit 1	Visit 2	Time	Method	Pa	ay Code	π			
	07/01/2017	interest data into the second		02:00	📾 🕀 🖈	• E	HHA Hourly 🗸	×	Ħ		

Travel Time Batch

The **Disclaimer** includes information regarding the Default ODT Pay Code requirement.

#### **ODT Event on the Caregiver Calendar**

ODT events are displayed on the Caregiver Calendar and in Payroll exactly the same way as TT. The only difference between ODT and TT on these pages is the Pay Code. If ODT is used by an Agency, users see two lines for each Travel Event (the current TT and the new ODT)



# Selecting a Pay Code

#### Visit Pay Codes

Before scheduling a visit, a Pay Code must be applied. Complete the following steps to enter a Pay Code for a visit.

Step	Action										
1	Navigate to <b>Patient &gt; Patient Calendar</b> to locate the visit.										
	Click the V: link to open the visit. On the Schedule tab, select the Caregiver in the Careg										
	field and the applicable Pay Code from the <b>Pay Code</b> field.										
	Schedule Visit Info Bill Info Care Path										
	Schedule: History	I									
	* Schedule Time: 0800 - 1200 Temporary Vec Veronica										
	POC:Select V Assignment ID: 100601 * Pay Code: HHA Hourly V										
2	* Primary bill to: Aetna V History Secondary bill to:Select V () History										
	* Service Code: HHA Hourly V Service Code:Select V										
	* H:04] M:00 H: M:										
	Bill Type: Hourly Bill Type: Include in Mileage: 1 (1)										
	Visit Window: Schedule Tab										
	<i>Note:</i> When a Caregiver is selected, the system automatically matches their Discipline with the cor-										
	responding Pay Codes available.										
3	Click <i>Save</i> .										

#### **In-Service Pay Codes**

Before scheduling an In-Service, a Pay Code must be applied. Complete the following steps to enter a Pay Code for an In-Service.

Step	Action
1	Navigate to <i>Action &gt; In Service &gt; New</i> .
2	The New In-Service page opens. Complete the required fields (denoted with a red asterisk).





р		Action
	New In Service	Enterprise 12.5.2.0 TELXWEB05 2/07 15:12 F
	In Service	
	* Date: 02/28/2019 💿 Scheduled 🔾 Completed 🕦	* Office: Lisset's Office
	* Class Time: 1000 - 1200 (i) Max Attendees: (i)	Location:
	Administering Medication (LIS)	
	* Topic: Annual Employee Meeting/ Presentation (LI:	Description:
		~
	Instructor: Jane Bauer (LIS)	Language: English
	* Discipline: HHA	* Pay Code: HHA Base 🔽 🛈
	Discipline 2: Select	Pay Code 2: Select
	Attendees: Name	Caregiver Code Alt. Caregiver Code Phone Number No-Show / Unsatisfactory ()
	(0 of Unlim.)	
		Save Cancel



# **Bulk Pay Rate Adjust**

DISCLAIMER

The Bulk Pay Rate Adjust feature is enabled by HHAX System Administration. Please contact <u>HHAX Sup</u>port Team for details, setup, and guidance.

The **Bulk Pay Rate Adjust** feature allows Providers to easily search through all visits and apply a Caregiver pay override to multiple visits at once. To access the page, navigate to *Caregiver > Bulk Pay Rate Adjust* (as seen in the image below).

	hange	Home	Patient	Caregiver	Visit	Action	Billing	Report	Report New	Admir	Notification Messages ToDo's Ope	n Cases	<u>Suppor</u> Welcome - mlnikunj ( E	<u>Center</u>   <u>Sign Out</u> xcellence QA - ML )
				New Caregi	ver									
Bulk Pay Rate Adjust Search Caregiver														ome 73 (Doc Chrome 73) 4/11 16:11 IST
Soarch	Trainee													
Web Applicant Review														
Date From:	03/12/20	19	Ē	Bulk Pay Ra	te Adjus	1	te To:	04/11/20	19	曲	Office(s):	All	•	
Contract:	All			•		Service	Code:	All		•	Coordinator:	Abel B	Bre"ath123 ¥	
Caregiver:				(i)		Disc	ipline:	All		•	Pay Code:	All	•	
Patient:				(i)		Pay F	ate: \$				Paid:	All	Ŧ	
								- 1	Search					
									New	Pay Ra	te 🕕			
									Ove	erride Pa	A A A A A A A A A A A A A A A A A A A	pply To	Selected (0) Apply	To All (0)

Bulk Pay Rate Adjust Page

Use the search filters to search for the applicable criteria. Note that several filters (such as **Office**, **Contract**, **Caregiver**, and **Patient**) are multi-select to expand searches throughout the system. If the active user is a coordinator, then the **Coordinator** field is auto-populated.

The info bubbles in both the **Caregiver** and **Patient** fields have auto-suggest functionality as follows:

- Caregiver: Enter the first two characters of Name, Caregiver Code, Assignment ID or SSN.
- Patient: Enter the first two characters of Name, Patient ID, Admission ID, or SSN.

The **Service Code** filter is based on *Contract* and *Discipline*. The **Pay Code** filter provides only active Pay Code(s); associated to respective Payroll configuration for an Office.

The *Search Results* display visits sorted by date. Use the checkbox to the left-most column to select the visits to apply the Pay Rate changes to (as illustrated in the image below).

Se	Search Results (3)												
	Visit Date 👻	Schedule Start	Schedule End	Admission ID	Patient Name	Contract	Service Code	Caregiver Name	Pay Code	Pay Rate	Paid	Override Pay Rate	
	02/02/2019	14:00	16:00	EXQ- 900020598535994	Arthur Test Name	Worldwide	111	waugh steve	Divyesh HHA Pay Code	\$123.12	N	\$990.201345	
<b>.</b>	02/01/2019	14:00	16:00	EXQ- 900020598535993	Arthur Test Name	Worldwide	111	waugh steve	Divyesh HHA Pay Code	\$456.12	N	\$990.201345	
	01/04/2019	02:00	03:00	EXQ- 900020598537348	Pandey Amarita	AXA LIFE	HHA HOURLY	Abbot Nancy	HHA Hourly	\$456.12	N	\$100.00000	
										Activate	vindo	/VS	

#### Bulk Pay Rate Adjust – Search Results

Note: 25 records are displayed per page. If moving to the next page, all selected visits are deselected.



Once selected, navigate to the *New Pay Rate* window and enter the new Pay Rate in the **Override Pay Rate** field.

New Pay Rate 🛈	
Override Pay Rate: \$ 15	Apply To Selected (0) Apply To All (3)

New Pay Rate Window

Click on the *Apply to Selected* button or *Apply to All* (in the search results) to apply the entered rate. The number in parentheses (within the button) reflect the number of visits that will be updated.

Once saved, the New Pay Rate is reflected in the Search Results under the **Override Pay Rate** column and the visit **Paid** status changes to "N" (as illustrated in the image below).

Se	Search Results (3)												
C	Visit Date 🔻	Schedule Start	Schedule End	Admission ID	Patient Name	Contract	Service Code	Caregiver Name	Pay Code	Pay Rate	Paid	Override Pay Rate	
	02/02/2019	14:00	16:00	EXQ- 900020598535994	Arthur Test Name	Worldwide	111	waugh steve	Divyesh HHA Pay Code	\$123.12	N	\$15.000000	
	02/01/2019	14:00	16:00	EXQ- 900020598535993	Arthur Test Name	Worldwide	111	waugh steve	Divyesh HHA Pay Code	\$456.12	N	\$15.000000	
	01/04/2019	02:00	03:00	EXQ- 900020598537348	Pandey Amarita	AXA LIFE	HHA HOURLY	Abbot Nancy	HHA Hourly	\$456.12 Activate	N Windov	\$100.000000	

**Override Pay Rate** 

The **Override Pay Rate** is also reflected in the *Visit Bill Info tab*.

HAeXchange - Skilled Bill Info		
Bill Type: Visit	Bill Type: Visit	
Service Hours: 01:00	Service Hours: 01:00	Service Hours: 02:00
		TT/OT Hours:
	Adi, Hours: (-) HHMM	Adi. Hours: (-) HHMM (1)
Adj. Hours: (-) HHMM (1)		Pay Units: 02:00
Banked Hours: HHMM (1)	Billable Hours: 01:00 (i)	Pay Rate: \$0.000000
Billable Hours: 01:00 (i)	Billable Units: 10.00	
Billable Units: 1.00	Bill rate: \$ 100.000000	Rate:
Bill rate: \$ 200,000000 H	Total: \$100.00	Expense 1: Select- V
5 1 1 ate: a 200.00000 1	Billed: N	
Total: \$200.00	Invoice#:	Expense 2: S Reason:Select-
Billed: Y	Invoice».	Total: \$1.00
Invoice#: 615535	Invoice Batch#:	Visit Payroll
Invoice Batch#: 9485EX0A00898	Invoice Creation	Batch#:

Visit Bill Info: Override Pay Rate



# **Running Payroll**

Two types of Payroll logic are available for Agencies to choose from, as follows:

- Specific Week-Ending Date: Payroll is only generated on the specified Week-Ending Date.
- Any Week-Ending Date: Payroll is generated on any day, as frequently as the Agency desires. This logic uses the selected Week-Ending Date to calculate overtime pay.

To determine which logic a system is using, refer to the **Allow Payroll Creation on any Week-Ending Day** field on the *Edit Payroll Configuration* page. If this field is selected, then the system is using the **Any-Week-Ending Date** logic; otherwise, the **Specific Week Ending Date** is applied.

**Note:** This field is for reference only. To activate/deactivate the **Any Week-Ending Date** logic, please contact HHAeXchange Technical Support.

#### **New Payroll Batch**

Once a visit has been invoiced (outlined in the <u>Billing category</u>), it can be included in a Payroll batch. Complete the following steps to generate a new Payroll batch using either of the payroll logics described above.





### The Enterprise System



# **Payroll Mapping**

**Payroll Mapping** is an automated process ensuring that the right Pay Code is attributed to a visit, for example:

- Switching a Pay Code used for weekday visits to one for weekend visits, and vice versa.
- Adjusting the Pay Code of a visit that is on a designated holiday.

**Note:** When processing Payroll, HHAeXchange reviews all visits in the payroll batch and automatically switches the Pay Code of the visit, based on Payroll Mapping logic.



# Parallel Processing of Payroll Batch for Different Payroll Setups

#### DISCLAIMER

This feature is activated by HHAX System Administration. Please contact <u>HHAX Support Team</u> for details, setup, and guidance.

The system can process payroll concurrently if a client has different payroll setups. This setting is activated and managed by HHAX System Administration.



# **Exporting Payroll**

#### Search and Export

Navigate to **Action > Payroll > Search (by Batch** or **by Caregiver)** to view Payroll batches once created. The system organizes the Batch Search results in the following format:

Search																	
	Batch Number:										Week End	i Date:					
								Sea	rch								
Search R	esults (3)																
Batch #	Week Start	Week End	Reg.Hours	Reg.Amount	OT Hours	OT Amount	Holiday	Holiday	Reg.Hours	Reg.Amount	Daily	<u>Daily</u>	Prior Week	Prior	Total	Export	Unexport
			Payrollweek	Payrollweek			Hours	Amount	Priorweek	Priorweek	Payrollweek	Payrollweek Amount	Daily	Daily	Amount		
														Amount			
FRNQ0003	10/04/2015	10/10/2015	12:00	\$240.00					09:00	\$180.00			C	0	\$420.00	Export	Unexport
FRNQ0002	10/04/2015	10/10/2015	28:00	\$392.00					198:00	\$2,688.00			C	0	\$3,080.00	Export	Unexport
FRNQ0001	08/30/2015	09/05/2015	16:00	\$224.00											\$224.00	Export	Unexport

Search													Back
	First Name: Last Name:												
Batch Number: Caregiver Code: Caregiver Caregiver Code: Caregi													
	* Payroll Date: 10/10/2015												
	Search												
Search Results (8)	)												
Batch Number	Caregiver Code	Caregiver Name	Week Start	Week End	<u>Regular</u> Hours	Amount	O.T. Hours	O.T. Amount	H. Hrs	Hol. Amount	<u>Total</u> Amount	Prior Week	
FRNQ0003	1008	Connors Ruth	10/04/2015	10/10/2015	21:00	\$420.00	00:00		00:00		\$420.00	Y	X
FRNQ0002	1007	Dickinson Chris	10/04/2015	10/10/2015	132:00	\$1,848.00	00:00		00:00		\$1,848.00	Y	X
FRNQ0002	1006	Doe Jane	10/04/2015	10/10/2015	06:00	\$56.00	00:00		00:00		\$56.00	Y	X
FRNQ0002	1009	Espinoza Carla	10/04/2015	10/10/2015	80:00	\$1,120.00	00:00		00:00		\$1,120.00	Y	X
FRNQ0002	1003	Fargnoli Joe	10/04/2015	10/10/2015	04:00	\$56.00	00:00		00:00		\$56.00	N	X
FRNQ0002	1005	Kane Lana	10/04/2015	10/10/2015	00:00		00:00		00:00		\$0.00	Y	X
FRNQ0002	1001	Smith Jane	10/04/2015	10/10/2015	02:00		00:00		00:00		\$0.00	Y	X
FRNQ0002	1002	Smith Mary	10/04/2015	10/10/2015	02:00		00:00		00:00		\$0.00	Y	X

Payroll by Batch

#### **Payroll by Caregiver**

The Caregiver Batch Search shows how much each Caregiver is earning, whereas searching by Batch summarizes the information to display the Total Amount billed.

From the Caregiver search results, click on the delete ( $\mathbb{N}$ ) icon to delete a specific Caregiver from the batch. On the batch search results, the delete icon removes all visits included in the batch. Only the most recent batch can be deleted.

To export a Payroll Batch from the HHAeXchange system, click the Export link from the Payroll by Batch.

Prior Week Daily Amount	<u>Expenses</u>	<u>Total</u> <u>Amount</u>	Export	Unexport				
	\$5,855.02	\$6,042.02	Export	X Unexport				
	\$1,873.80	\$1,953.80	Payroll Deta	il				
	\$40.00	\$73.00	Payroll Summary					

Export Payroll Detail or Payroll Summary

The Payroll Batch is exported to the user's computer in a specific format, which can then be sent to the Agency's Payroll Provider. This document contains all the information the Provider requires to generate pay checks for your Agency.

#### The Enterprise System



**Note:** Each Payroll Export file format is different, depending on the Agency and the information required by their Payroll Provider. Export file formats are configured during the initial implementation and can only be adjusted by HHAeXchange Technical Support.

**Note:** Typically, the Payroll Export includes information about a Caregiver's work hours and Pay Codes for each visit. However, in some cases a Payroll Provider may require additional demographic information (such as the Caregiver's taxes, dependents, or wage garnishment). If this is not maintained directly in the Payroll Provider's system, then this information can be entered on the Caregiver's **Payroll Info** page, and then included in the export.

#### **Adjustments**

Making an **Adjustment** refers to altering a visit that has already gone through billing and payroll. An adjustment may be required when a clerical error is made (not caught by the system in an Exception page). To make an **Adjustment** the visit must be un-billed (removed) from an invoice.

For example, if a visit is billed for 4 hours when it actually lasted 5, then the visit can be un-billed and adjusted to reflect the proper number of hours. Once the visit has been processed in a new invoice, the system logs a payroll Adjustment of +1 hours. This hour is included in the Caregiver's next paycheck.



Un-Billing



Invoice Details on the Bill Info Tab



# **Reports and Other Pages**

Tip: You can press Ctrl-F on your keyboard to search this topic.

The **Payroll Report** menu contains various reports that divide payroll information for easier review. The reports in this menu are added during the initial implementation.

#### **Payroll Hours by Caregiver Detail**

Navigate to **Report > Payroll > Payroll Hours by Caregiver Detail** to access. This report produces a highly detailed view of a Payroll by Batch and includes fields such as: **Admission ID, Service Code, Pay Hours, Pay Rate, and OT Hours**.

🕅 🖣 1 of 3	▶ ▶ <mark>।</mark> Sele	ect a format	► Exp	ort 🔮									
<b>X</b> HHAeXchar	nge	Pay	roll Ho	ours by	Careg	iver D	etail			P	age 1 (		
	Report Date: 10/22/2015 4:36:37												
Caregiver	Caregiver : All Batch: FRNQ0002 Week Date:												
Payroll Week													
Patient Name	Admission ID	Visit Date	Туре	Service Code	Visit Hrs	Pay Hours	Pay Rate	Pay Amt.	OT Hrs.	OT Rate	OT A		
Caregiver Code: 1	006 Caregive	r Name: Doe	Jane Em	ployee ID	: SSN: 166	5-34-6854	4			•			
Archer Malary	900015	10/07/2015	н	HHA Base	04:00	04:00	\$14.00	\$56.00	0:00	\$21.00			
Total	:				04:00	04:00		\$56.00					
Caregiver Code: 1	009 Caregive	r Name: Esp	inoza Car	la Employ	ee ID: SSI	N: 111-11	l-1119						
Archer Malary	900015	10/05/2015	Н	HHA Base	04:00	04:00	\$14.00	\$56.00	0:00	\$21.00			
Archer Malary	900015	10/06/2015	н	HHA Base	04:00	04:00	\$14.00	\$56.00	0:00	\$21.00			
ainge danny	90008	10/07/2015	н	HHA Base	04:00	04:00	\$14.00	\$56.00	0:00	\$21.00			

**Payroll Hours Detailed** 

### **Payroll Hours by Caregiver Summary**

Navigate to **Report > Payroll > Payroll Hours by Caregiver Summary** to access. This report produces a basic overview of a Payroll Batch and includes to fields such as: **Caregiver Name, SSN, and Pay Amount.** 



14 4 1	of 1 🖡	• • • •	Select a fo	rmat 🔪	<ul> <li>Export</li> </ul>	¢								
KHHAeXchange Payroll Hours by Caregiver Summary Page 1 of 1														
Report Date: 10/22/2015 04:35 PM														
Payroll Week End Date: Batch: FRNQ0001														
Displa	Display Wage parity Hours: No Display Alt. Aide Code: No													
	Payroll Week													
Caregiver ‡ Name	Caregiver ‡ Aide ‡ Employee ID SSN Pay ‡ Visit ‡ Daily ‡ Pay ‡ OT ‡ OT ‡ Total ‡ Total Name Code Hours Amt. Hours Amt. Hours Amt.													
Espinoza Carla	Espinoza Carla 1009 111-11-1119 16:00 0 0 \$224.00 \$0.00 16:00											\$224.00		
Kane Lana	Cane Lana         1005         123-44-3123         1         0         \$0.00         \$0.00													
	Total: 16:00 1 0 \$224.00 \$0.00 16:00 \$													

Pav	vroll	Hours	Summary
		110413	Jannary

#### **Caregiver's Pay Check Page**

The *Pay Check* page (*Caregiver Profile > Pay Check*) provides an overview of a Caregiver's paychecks. The summary can be opened in a **Batch View** or a **Register View**.

#### **Batch View**

The Batch View sorts paychecks by Batch number and displays information by week. Fields on this view include: Visit Date Patient Name, Pay Code, and Pay Rate.

Pay Chec	k														
	Pay Check View Mode:   Batch View  Register View														
	Ва	atch Number :	FRNQ0003(10/04	/2015-10/10/2015)			* Week Date:					Searc	h	Print	1
Current W	Current Week (10/04/2015 - 10/10/2015) Created On : [10/22/2015] [14:36:11]														
Visit Date	Visit Time	Patient Number	Patient Name	Reg Hrs	Daily	Pay Code	Pay Rate	Amount	OT Hrs	OT Rate	OT Amount	H Hrs	H Rate	H Amt	Total
10/04/2015	1000- 1300	900012	Strike Cormoran	03:00		HHA Base	20.00	\$60.00	0:00			0:00			\$60.00
10/05/2015	1000- 1300	900012	Strike Cormoran	03:00		HHA Base	20.00	\$60.00	0:00			0:00			\$60.00
10/06/2015	1000- 1300	900012	Strike Cormoran	03:00		HHA Base	20.00	\$60.00	0:00			0:00			\$60.00
10/07/2015	1000- 1300	900012	Strike Cormoran	03:00		HHA Base	20.00	\$60.00	0:00			0:00			\$60.00
Current We	eek Total:			12:00				\$240.00	00:00		\$0.00	00:00		\$0.00	\$240.00

**Pay Check Batch View** 

#### **Register View**

The Register View displays all paid visits in a specified date range. In addition to showing the **Hours**, **Amount**, **OT Hours**, **and Total**, each visit can be expanded to reveal further information, such as any adjustments that were made, the **Payroll Batch**, and the **Payroll Batch Date**.



Pa	iy Check Pay	/ Check Vie	w Mode: 🔾	Batch View 🔍 Re	gister View	,							
* Visit Date From: 10/01/2015  Visit Date To: 10/31/2015  Patient:  Search													Print
	Visit Date	Scheduled Time	Patient Admission II	Patient Name	Reg Hrs	Amount	OT Hrs	OT Amount	Hol. Hrs	Hol. Amt	Total		
Ξ	10/01/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
	Visit Date	Scheduled Time	Patient Admission ID	Patient Name	Reg Hrs.	Amount	OT Hrs.	OT Amount	Hol. H	rs. Hol. An	it Total	Payroll Batch	Payroll Batch Date
	10/01/2015	1000-1300	900012	Strike Cormoran	03:0	0 60.0	0:0	0	0	:00	60	.00FRNQ0003	10/22/2015 14:36
+	10/02/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
±	10/03/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
ŧ	10/04/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
Ŧ	10/05/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
±	10/06/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
Ŧ	10/07/2015	1000-1300	900012	Strike Cormoran	03:00	\$60.00	0		0		\$60.00		
	Total:				21:00	420.00	00:00	\$0.00	00:00	\$0.00	\$420.00		

Pay Check Register View