

Training Manual for Individual Providers

**Addendum 2**

Overtime and Where to Find Overtime Information

July 1, 2016

## Overtime and Where to Find Overtime Information

DSHS is in the process of making technical changes to Individual ProviderOne (IPOne) so it can correctly pay overtime (OT) for providers that work more than 40 hours during a work week. Overtime accrual began April 3, 2016.

*Why:* This change is required by Federal Law and is implemented in accordance with Washington Administrative Code (WAC).

*When:* Changes will occur in 3 Phases over the next several months.

Phase 1: IPOne will pay overtime for each client per provider whose hours exceed 40 hours in a work week

Phase 2: IPOne will pay overtime when the combined hours over all clients per provider exceed 40 hours

Phase 3: IPOne will pay for overtime accrued and not yet paid

*What:* The services that qualify for OT are outlined in WAC and include:

- Client service hours: Personal care, Relief care, Skills acquisition training, respite services
- Qualifying travel time
- Required training

*How:* IPOne calculates your overtime by paying hourly rate for ALL hours worked and the additional ½ time for the hours identified as OT.

### Beginning JULY 1, 2016 (Phase 1)

- Starting with the 6/1/16 to 6/15/16 timesheets, OT will be paid for hours worked over 40 in a work week when OT hours were provided to a single client.
- All hours worked will be paid at the hourly rate and the identified OT hours will be paid at ½ the pay rate.

NOTE:

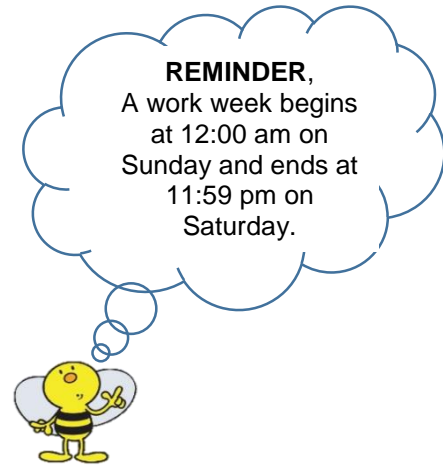
- Phase 2 will address OT hours for providers who work for more than one client, and the combined hours worked exceeds 40 hours in a work week.
- OT that accrued between 4/3/16 to 5/31/16 will be paid at a later date.

### Definitions:

*OT: Overtime:* Hours that exceed 40 in a work week

*Hourly rate:* Provider's base rate of pay

*Earnings Statement:* Document that shows your payment summary, earnings, and deductions for your check. Also called a Remittance Advice (RA)



**REMINDER,**  
A work week begins  
at 12:00 am on  
Sunday and ends at  
11:59 pm on  
Saturday.

**PHASE 1 – OT for each client per provider**  
 Timesheets Starting 6/1/16 to 6/15/16  
 Over 40 Hours in a work week using a \$10 per hour example

**Example 1: Provider provides services to 1 Client Only without OT**

	Hourly rate	+	OT	=	Total
Provider works 40 hours for a single client at \$10/hour	40 Hours at \$10/hour	+	“0” hours (hours do not exceed 40)	=	\$400 + \$0 = \$400
	40 X \$10 = \$400	+	\$0	=	<b>\$400</b>

**Example 2: Provider provides services to 1 Client Only with OT**

	Hourly rate	+	OT	=	Total
Provider works 45 hours for a single client at \$10/hour	45 Hours at \$10/hour	+	5 OT hours at ½ rate \$5/hour	=	\$400 + \$25 = \$425
	45 X \$10 = \$450	+	5 X \$5 = \$25	=	<b>\$425</b>

**Example 3: Provider provides services to 2 Clients; 1 without OT, 1 with OT**

		Hourly rate	+	OT	=	Total
Provider works 35 hours for Bill and 45 hours for Ann	Bill	35 hours at \$10/hour	+	“0” hours (hours do not exceed 40)	=	\$350 + \$0 = \$350
		35 X \$10 = \$350	+	\$0	=	<b>\$350</b>
	Ann	45 hours at \$10/hour	+	5 OT hours at ½ rate \$5/hour	=	\$400 + \$25 = \$425
		45 X \$10 = \$450	+	5 X \$5 = \$25	=	<b>\$475</b>

NOTE: In Phase 1, IPOne only has the functionality to pay OT hours when they apply to a single client – even though the client hours when added together (35 + 45 = 80) exceed 40, **OT will only be paid for Ann**. For this example, 40 hours of hourly rate and 5 hours of OT was paid – 35 OT hours at ½ rate will be paid at a later date.

Add together		Hourly rate	+	OT	=	Total
	Bill	\$350	+	\$0	=	\$350
	Ann	\$450	+	\$25	=	\$475
	<b>Totals</b>	<b>\$800</b>	+	<b>\$25</b>	=	<b>\$825</b>

**MORE EXAMPLES FOR PHASE 1 ON THE FOLLOWING PAGE**

**PHASE 1 – OT for each client per provider**  
 Timesheets Starting 6/1/16 to 6/15/16  
 Over 40 Hours in a work week using a \$10 per hour example

**Example 4: Provider provides services to 2 Clients; both clients with OT**

		Hourly rate	+	OT	=	Total	
Provider works 45 hours for both clients	Bill	45 hours at \$10/hour	+	5 OT hours at ½ rate \$5/hour	=	\$400 + \$25 = \$425	
		45 X \$10 = \$450	+	5 X \$5 = \$25	=	<b>\$475</b>	
	Ann	45 hours at \$10/hour	+	5 OT hours at ½ rate \$5/hour	=	\$400 + \$25 = \$425	
		45 X \$10 = \$450	+	5 X \$5 = \$25	=	<b>\$475</b>	
	<b>Add together</b>	<b>Bill</b>	\$450	+	\$25	=	<b>\$475</b>
		<b>Ann</b>	\$450	+	\$25	=	<b>\$475</b>
<b>Totals</b>		\$900	+	\$50	=	<b>\$950</b>	

**Example 5: Provider provides services to 2 Clients; combined hours exceed 40; no OT**

		Hourly rate	+	OT	=	Total
Provider works 25 hours for Bill, and 25 hours for Ann	Bill	25 hours at \$10/hour	+	"0" hours (hours do not exceed 40 for a single client)	=	\$250 + \$0 = \$250
		25 X \$10 = \$250	+	\$0	=	<b>\$250</b>
	Ann	25 hours at \$10/hour	+	"0" hours (hours do not exceed 40 for a single client)	=	\$250 + \$0 = \$250
		25 X \$10 = \$250	+	\$0	=	<b>\$250</b>

NOTE: In Phase 1, IPOne only has the functionality to pay OT hours when they apply to a single client – even though the client hours when added together (25 + 25 = 50) exceed 40, the **10 OT hours will be paid at a later date.**

<b>Add together</b>		Hourly rate	+	OT	=	Total
	<b>Bill</b>	\$250	+	\$0	=	<b>\$250</b>
	<b>Ann</b>	\$250	+	\$0	=	<b>\$250</b>
<b>Totals</b>		\$250	+	\$0	=	<b>\$500</b>

**Beginning August 16, 2016 (Phase 2)**

- Starting with timesheets dated 7/16/16 to 7/31/16, OT will be paid for all client hours worked that exceed 40 hours in a work week.  
\*\*OT is calculated across all clients.
- If a provider works for more than one client, hours will be added together for all clients. IPOne will pay 40 of the hours at the hourly rate, and the remaining hours at the OT rate (½ the hourly rate).

PHASE 2 – Combined hours over all clients						
Timesheets Starting 7/16/16 to 7/31/16						
Over 40 Hours in a work week using a \$10 per hour example						
Example 1 (Three Scenarios):						
Provider works for more than one client; combined hours exceed 40 - <u>with</u> OT						
Scenario 1						
Add Together		Hourly rate		+	OT	= Total
Provider works 50 hours for Bill and 25 hours for Ann	Bill	50 hours	Combine hours: 50 + 25 = 75 hours at hourly rate	+	75 hours at hourly rate - 40 = 35 OT hours at ½ rate (\$5)	= 75 hours of hourly rate + 35 hours at ½ rate = Total amount earned
	Ann	25 hours				
Totals		75 hours at hourly rate 75 X \$10 = \$750		+	35 hours OT 35 X \$5 = \$175	= \$750 + \$175 = \$925
Scenario 2						
Add Together		Hourly rate		+	OT	= Total
Provider works 40 hours for Bill and 40 hours for Ann	Bill	40 hours	Combine hours: 40 + 40 = 80 hours at hourly rate	+	80 hours at hourly rate - 40 = 40 OT hours at ½ rate (\$5)	= 80 hours at hourly rate + 40 hours at ½ rate = Total amount earned
	Ann	40 hours				
Totals		80 hours at hourly rate 80 X \$10 = \$800		+	40 hours OT 40 X \$5 = \$200	= \$800 + \$200 = \$1000
Scenario 3						
Add Together		Hourly rate		+	OT	= Total
Provider works 20 hours for Bill, 20 hours for Ann, and 10 hours for Jose	Bill	20 hours	Combine hours: 20 + 20 + 10 = 50 hours at hourly rate	+	50 hours at hourly rate - 40 = 10 OT hours at ½ rate (\$5)	= 50 hours at hourly rate + 10 hours at ½ rate = Total amount earned
	Ann	20 hours				
	Jose	10 hours				
Totals		50 hours at hourly rate 50 X \$10 = \$500		+	10 hours OT 10 X \$5 = \$50	= \$500 + \$50 = \$550
Continue on for example 2:						

**Example 2:**

Provider work for more than one client; combined hours do not exceed 40; **without** OT

Add Together		Hourly rate	+	OT	=	Total	
Provider works 10 hours for Bill, 15 hours for Ann, and 10 hours for Jose	Bill	10 hours	Combine hours: 10 + 15 + 10 = 35 hours Hourly rate	+	\$0 Combined hours do not exceed 40 hours	=	35 hours of hourly rate = Total amount earned
	Ann	15					
	Jose	10 hours					
<b>Totals</b>		35 hours Straight 35 X \$10 = \$350	+	\$0	=	<b>\$350 + \$0 = \$350</b>	

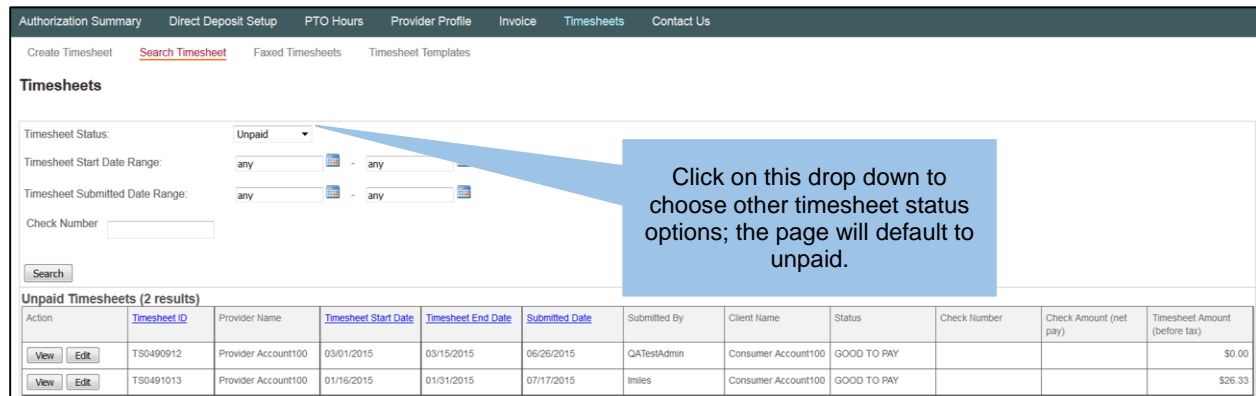
**Phase 3**

- IOne will continue with Phase 3 in the Fall. More information coming soon.

Where Can I Find OT Payment Information in IOne?

You will see your Overtime pay on your Earnings Statement either found in IOne or on the paper Earnings Statement if you do not receive your Earnings Statement/RA electronically.

- Log into IOne
- Once you are logged in, the **Search Timesheet** page will open. The page will default to all timesheets with the Timesheet Status: **Unpaid**.



Action	Timesheet ID	Provider Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Client Name	Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)
<a href="#">View</a> <a href="#">Edit</a>	TS0490912	Provider Account100	03/01/2015	03/15/2015	06/26/2015	QATestAdmin	Consumer Account100	GOOD TO PAY			\$0.00
<a href="#">View</a> <a href="#">Edit</a>	TS0491013	Provider Account100	01/16/2015	01/31/2015	07/17/2015	lmlies	Consumer Account100	GOOD TO PAY			\$26.33

- On the **Search Timesheet** page, you have the option to search for a timesheet or a group of timesheets using any combination of search criteria. The default timesheet screen will only display 20 of the most recent timesheets.

- To view an Earnings Statement/RA, search for a paid timesheet and look for the **Check Number** in blue hyperlink. Click on the blue hyperlink and your Earnings Statement will open up for viewing. You can download or print the Statement for your personal records. Earnings Statements are stored in IPOne indefinitely.

Description of OT Items in the Earnings Statement on the Example Below:

