



Session Guide: Time & Attendance Tools

Overview

This document outlines Home Health Care tools to support payroll functions. Below is an overview of how to use the tools to help manage your payroll.

Using Home Health Care Payroll Tools



Verify Payroll Items

Use the following reports to ensure all items on your payroll are valid:

- [Employee Unreviewed Appointments Report](#)
- [Overtime on Payroll Items Report](#)
- [Missing Employee Information Report](#)
- [Appointment Detail Report](#)

See **Error! Reference source not found.** for details.



Post Payroll

When you post payroll, the system marks all reviewed, payable items as paid and applies the payment date.

Go to **Agency > Exports > Queued Exports** and select **Payroll Post** as the **Report Type**. In the **Period End Date** field, enter the day after the payroll period end date (this captures anything up to midnight the day before, which is your actual payroll period end date). Click **Post Payroll**.

See [Post Payroll](#) for details.



Export Data to Payroll Vendor

Export a report of posted payroll for your payroll vendor.

Go to **Agency > Exports > Queued Exports** and select **Payroll Post** as the **Report Type**. Enter the **Period End Date** and click **Post Payroll**. You can edit the report as needed for your payroll vendor

See [Export Data for a Payroll Vendor](#) for details.

Verify Payroll Items

Before running your payroll, run and review the following reports to verify all payroll items are valid. This step ensures the system can post all completed appointments.

- Employee Unreviewed Appointments Report
- Overtime Payroll Items Report
- Missing Employee Information Report-
- Appointment Detail Report

Employee Unreviewed Appointments Report

The **Employee Unreviewed Appointments Report** shows any appointments in an Open or Held status. Before processing payroll, all appointments should be in a Reviewed status. Before posting payroll, we recommend all Open and Held appointments be marked Reviewed or Cancelled.

Report example

Unreviewed Appointments by Employee						
Appointment						
Branch	All	Report		09/04/2018		
Team	All	Report User:		pcc-lloyd		
Employee	All					
Case Type	All					
Employee Name	Branch	Emp	WageType	Employer		
Patient Name	Case	Start	Disc	Service	Appt Status	
Staff, Professional	Initial Branch					
Bigfork, Allen	Skilled	2/9/18 2:00 PM	RN	RN Visit (55150008)	Open	
Bigfork, Allen	Skilled	2/12/18 2:00 PM	RN	RN Visit (55150008)	Open	
Bigfork, Allen	Skilled	2/13/18 2:00 PM	RN	RN Visit (55150008)	Open	
Bigfork, Allen	Skilled	2/14/18 2:00 PM	RN	RN Visit (55150008)	Open	
Bigfork, Allen	Skilled	2/15/18 2:00 PM	RN	RN Visit (55150008)	Open	
Bigfork, Allen	Skilled	2/16/18 2:00 PM	RN	RN Visit (55150008)	Open	
Wayne, Bruce	Skilled	4/9/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	4/11/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	4/16/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	4/18/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	4/23/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	4/25/18 8:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/4/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/7/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/9/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/11/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/14/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/16/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/18/18 10:00 AM	RN	ROUTINE	Open	
Wayne, Bruce	Skilled	5/21/18 10:00 AM	RN	ROUTINE	Open	
Test, Jennifer	Medicare	5/23/18 7:48 AM	RN	SN Visit RN	Open	

Report Criteria

The screenshot shows a 'Run Report' dialog box with the following fields and options:

- Report Name:** Employee Unreviewed Appointments
- Branch*:** A dropdown menu with 'All' selected and 'Initial Branch' as an option.
- Branch-Business Line:** A dropdown menu with 'All' selected and 'Initial Branch - Home Health Non-Skilled' and 'Initial Branch - Home Health Skilled' as options.
- From Date (Optional):** An empty text input field.
- To Date*:** A text input field containing '08/25/2018'.
- Employee:** A dropdown menu with 'All' selected and a 'Select Employee' button below it.
- Team:** A dropdown menu with 'All' selected.
- Case Type:** A dropdown menu with 'All' selected.
- One Employee Per Page:** A checked checkbox.
- Actual Employees Only:** An unchecked checkbox.
- Buttons:** 'Accept' and 'Close' buttons at the bottom right.

Tips:

- Choose applicable branch/branches.
- **To Date** should be the end of the pay period.
- If run by **One Employee Per Page**, you can give each page to the appropriate caregiver for follow-up.

Overtime on Payroll Items Report

The **Overtime on Payroll Items Report** lists overtime hours charged to the payroll period.

Report Example

Tip: The report is run for one week and assumes time worked over 40 hours is overtime.

Overtime on Reviewed Payroll Items													
Branch: All													
Week: 2018-08-19 07:00:00 To 2018-08-26 07:00:00													
Employees with this discipline: All													
Report Date: 08/29/2018													
Report User: pcc-lloyd													
Employee	Patient	Case	Total Disc	Service	Payroll ID	WageType	PayType	Status	Employer Start	End	Payroll Hours	Appt Hours	
			44.0	**Over 40									
Staff, Professional													
Test, Dennis		Medicare	RN	ROUTINE		Hourly		Reviewed	08/19/2018 07:00	08/19/2018 09:00	14.0	14.00	
Lowe, Mary		Medicare	RN	ROUTINE		Visit		Reviewed	08/20/2018 07:00	08/20/2018 09:00	14.0	14.00	
Houser, Leroy		Medicare	RN	ROUTINE		Visit		Reviewed	08/21/2018 05:00	08/21/2018 09:00	16.0	16.00	
Test, Dennis		Medicare	RN	ROUTINE		Hourly		Reviewed	08/22/2018 07:05	08/22/2018 07:05	0.0	0.00	

Report Criteria

Run Report ✕

Report Name: Overtime On Payroll Items

Week* **Branch**

Branch-Business Line*

Employee **Discipline**

Show Only Employees Over 40 Hours

No Detail

Missing Employee Information Report

The **Missing Employee Information Report** identifies information missing from an employee record that might impact payment during a pay period. Use this report to ensure all required information for employee payment is present.

Report Example

Report:	Employee Missing Information								
Report User:	pcc-lloyd								
Report Date:	08/29/2018								
Dflt Business Line:	All								
Work Branch:	All								
Employee:	All								
Employee Status:	All								
Employee Type:	No Contractual								
Pay ID	Employee Name	Nobility Num	Issue	Default Business Line	Branches Allowed	Hire Date	Status	Type	
	Jennings, Donna	0000002	Missing SSN Missing DOB	Initial Branch - Home Health Skilled	Initial Branch	01/01/2017	Active	Full-time	
	Lindsay, Lori	0000009	Missing Pavroll ID Missing SSN Missing Wage Type	Initial Branch - Home Health Skilled	Initial Branch	03/01/2018	Active	Full-time	
	Marking, Liza	0000006	Missing Pavroll ID Missing SSN Missing DOB Missing Wage Type	Initial Branch - Home Health Skilled	Initial Branch	01/01/2001	Active	Full-time	
	Miller, Mary	0000008	Missing Pavroll ID Missing SSN Missing Wage Type Missing Emp. Type Missing Employer	Initial Branch - Home Health Skilled	Initial Branch	03/01/2018	Active		

Report Criteria

Run Report ✕

Report Name: Missing Employee Information

Employee Default Business Line:

Branch Where Employee Is Allowed To Work:

Employee:

Employee Status:

Show Only Employees Who Are Active Or Have Unprocessed Payroll / Appointments Actual Employees Only

Appointment Detail Report

The **Appointment Detail Report** summarizes all payroll items (any payable hours, visits, and mileage) within the pay period. Review the report to ensure you are ready to post payroll.

Tip: You will run this report twice: once during preprocessing and a second time after posting payroll to export data for your payroll vendor. Any appointment that moves to a reviewed status at any time after a payroll post will populate on the next payroll run.

During preprocessing, run this report from your go-live date through the payroll period end date and select the **Show only appointments without exported payroll** option. You can filter the report by Reviewed appointment status so that you can check appointments that will pull to payroll.

Report Example

Report:	Appointment Detail												
Report User:	pcc-felice												
Report Date:	02/26/2021												
Branch:	All												
Date Range:	01/01/2020 to 12/31/2020												
Employee:	All												
Patient:													
PayID	Employee	Pay Type	Bill Type	Start	End	Appt Status	Hours	Miles Pai	Miles Bill	Payer - Plan			
1	Siebs, dani	Miscellaneous	Visit	12/08/2020 08:00	12/08/2020 09:00	Reviewed	1			Medicare - PDGM			
1	Siebs, dani	Visit	Visit	12/08/2020 13:18	12/08/2020 13:33	Reviewed	0.25			2.0 Medicare - PDGM			
1	Siebs, dani	Visit	Visit	12/08/2020 14:30	12/08/2020 14:30	Reviewed	0			Medicare - PDGM			
1	Siebs, dani	Visit	Visit	08/23/2020 08:00	08/23/2020 09:00	Open	1			Medicare - PDGM			
1	Siebs, dani	Visit	Visit	12/13/2020 08:00	12/13/2020 09:00	Reviewed	1			Medicare - PDGM			
1	Siebs, dani	Visit	Visit	12/14/2020 08:00	12/14/2020 09:00	Reviewed	1			Medicare - PDGM			
1	Siebs, dani	Visit	Visit	12/14/2020 17:30	12/14/2020 18:00	Reviewed	0.5			Self Pay - Self Pay			

Report Criteria

Run Report ✕

Report Name: Appointments Detail

Date From* Date To*

Branch Branch Business Line

Employee Patient

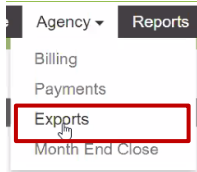
Payer

Include Canceled / Missed / Deleted Appointments Show only appointments without exported payroll

Post Payroll

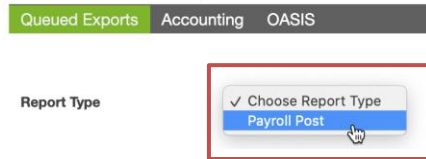
When you post payroll, the system marks all reviewed, payable items as paid and applies the payment date.

1. Go to **Agency>Exports**.



2. On the **Queued Exports** tab, click the **Report Type** field and select **Payroll Post**.

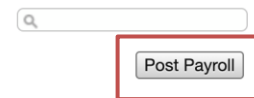
Queued Exports



3. In the **Period End Date** field, enter the day after the payroll period end date. (This will process anything up to midnight the day before - your actual payroll period end date).



4. Click **Post Payroll**. The system marks all Reviewed, payable items as paid and applies the payment date.
Tip: How long this takes depends on the size of your agency and database.



5. Once complete, the **Payroll Accounting Report** appears in the report list on the **Accounting** tab.

A screenshot of the 'Accounting' tab interface. At the top, there are three tabs: 'Queued Exports', 'Accounting' (active), and 'OASIS'. Below the tabs is a table with the following data:

Report Type	Period End Date	Report Generation Date	File Name	Status	Error
Payroll Accounting Report	01/27/2018	01/31/2018	20180127.csv	Payroll Post Complete	No Errors
Payroll Accounting Report	01/30/2018	01/31/2018	20180130.csv	Payroll Post Complete	No Errors

Tip: You cannot modify appointments posted to payroll without special security permission. This assures correct handling of any changes made after payroll and billing are complete.

Export Data for a Payroll Vendor

1. On the **Reports** tab, search for the **Appointment Detail** report, and click **Run**.
2. In the **Run Report** dialog, enter the parameters you used in preprocessing in the **Date From** and **Date To** fields, and then click **Accept**.

Run Report ✕

Report Name: Appointments Detail

Date From* Date To*

Branch Branch Business Line

Employee Patient

Payer

Include Canceled / Missed / Deleted Appointments Show only appointments without exported payroll

3. Open the report in a Microsoft CSV file and edit as necessary for your payroll vendor.

Tip: You can filter the report in column U for PPE Date (Payroll Period Ending Date) and apply it to only the most recent payroll. This step populates the appointment data for your payroll vendor.

Report:	Appointment Detail										
Report User:	pcc-felixe										
Report Date:	02/25/2021										
Branch:	All										
Date Range:	01/01/2020 to 12/31/2020										
Employee:	All										
Patient:											
PayID	Employee	Start	End	Appt Status	Hours	Miles Pa	Miles Bill	Payer - Plan	PPE Date		
1	Siebs, dani	12/25/2020 08:00	12/25/2020 09:00	Reviewed	1			Medicare - PDGM	12/31/2020		
1	Siebs, dani	12/26/2020 13:18	12/26/2020 13:33	Reviewed	0.25			2.0 Medicare - PDGM	12/31/2020		
1	Siebs, dani	12/26/2020 14:30	12/26/2020 14:30	Reviewed	0			Medicare - PDGM	12/31/2020		
1	Siebs, dani	12/28/2020 12:22	12/28/2020 12:22	Reviewed	0			Medicare - PDGM	12/31/2020		
1	Siebs, dani	12/29/2020 14:16	12/29/2020 15:32	Reviewed	1.27			7.2 Medicare - PDGM	12/31/2020		