

# UNDERSTANDING PAYROLL vs. STATE BILLED WORK WEEKS

## PAYROLL

OTRBG runs payroll bi-monthly. This means the first pay period runs from the 1<sup>st</sup> through the 15<sup>th</sup> of the month. The second pay period runs from the 16<sup>th</sup> to the last day of each month.

**Hours entered into AutoVisit need to be approved by guardians by the 2<sup>nd</sup> and 17<sup>th</sup> of each month by 5 p.m.** Pay day is the 6<sup>th</sup> and 21<sup>st</sup> of each month. If pay day falls on a weekend (Saturday or Sunday) you will be paid on the Friday before the regularly scheduled pay day.

**\*PLEASE NOTE: If hours are not submitted, corrected, or approved by guardians on time, we cannot guarantee that you will be paid on time.**

## STATE-BILLED HOURS - WORK WEEKS

The state authorized a specified number of hours that can be used per week towards care. The state-billed work week runs from Saturday to Friday. When you are trying to determine if you have reached the minimum and/or maximum number of hours you have worked per week, you would calculate those hours from Saturday to Friday.

Example: June 1st—June 15th OTRBG Billing Cycle scenario:

You've just received an email from OTRBG asking you to please submit & approve your hours for June 1st—15th billing cycle. To calculate your minimum and/or maximum number of hours allowed by the state, you would use the dates, Saturday, May 30th to Friday, June 5th for the first week and Saturday, June 6th to Friday, June 12th for the second week, rather than from June 1st—15th.

## May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 <b>Week 1 Begin</b>
31 <b>→</b>						

## June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 <b>Week 1 End</b>	6 <b>Week 2 Begin</b>
7	8	9	10	11	12 <b>Week 2 End</b>	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

For example, if the state allows you to work 40 hours per week, here is the break down:

### Week 1: Sat. - Fri.

May 30th - 3 Hours  
 May 31st - 2 Hours  
 June 1st - 7 Hours  
 June 2nd - 7 Hours  
 June 3rd - 7 Hours  
 June 4th - 7 Hours  
 June 5th - 7 Hours

**Total Hours: 40 hours**

### Week 2: Sat. - Fri.

June 6th - 5 Hours  
 June 7th - 4 Hours  
 June 8th - 7 Hours  
 June 9th - 7 Hours  
 June 10th - 7 Hours  
 June 11th - 5 Hours  
 June 12th - 5 Hours

**Total Hours: 40 hours**

Prior to approving your hours, you will want to pay attention to your state-billed weekly authorized hours.

If you are under the amount of allowable hours at the end of the authorization period, you will have excess unused hours that do not roll over to the next period.

If you are over the amount of weekly allowable state-billed hours, you will run out of hours before the period is complete.