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# Finance & Payroll Quick Reference Guide

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## 1. CONTACTS & FORMS

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- PAYROLL EMAIL [payroll@aimservicesinc.org](mailto:payroll@aimservicesinc.org)
- FINANCE EMAIL [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- THERAP ADMINISTRATOR [kladd@aimservicesinc.org](mailto:kladd@aimservicesinc.org)

### FORMS

[Expenditure Request \(Voucher\)](#)

[Missing Receipt Form](#)

Sale Tax Exempt Form

*Request via email at*  
[aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)

Hospital Admission/Discharge  
[\(Word Document Download Link\)](#)

## 2. TRAINING

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### A. MANAGER

#### Bookkeeper Training

New managers train with the bookkeeper assigned to their program before moving to the field. Managers learn Agency requirements for proper handling of petty cash, Individuals' cash, credit cards, fuel cards and required documentation.

#### Payroll Training

New managers train with the Payroll Manager before moving to the field. Training will include schedule maintenance, time card review and approval, employee mileage reimbursement and deadline management.

### B. DIRECT SERVICE PERSONNEL

New direct service personnel will be trained during their initial orientation on maintaining and submitting their own time card for payroll, retrieving their pay stubs and tax forms, proper handling of petty cash, Individuals' cash, credit cards, sales tax exemption and all related finance documentation.

## 3. PAYROLL

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### A. DEADLINES

- Timesheets: Approve by noon Monday of pay week
- Exception: Holiday during pay week – Approve by 10:30am Sunday
- Employees review and submit to their manager after last shift of the pay period to meet these deadlines

### B. NOVA TIME / PAYLOCITY LOGIN

- Send an email to [payroll@aimservicesinc.org](mailto:payroll@aimservicesinc.org) to reset your password.

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## C. WEBSITES

- Nova Time Timekeeping System for Employees: [Click Here for Website](#)
- Nova Time Timekeeping System for Managers: [Click Here for Website](#)
- Paylocity Website for Paystubs: <https://login.paylocity.com>  
Company ID: N8726
- [Click here](#) for instructions on how to register.

## D. APPROVAL

- Must be completed by the deadline
- Payroll cannot make edits for you
- No edits can be made after the deadline
- Adjustments after deadline will be processed next pay period

## E. SCHEDULES

- [Click here](#) for instructions on entering and maintaining schedules

## F. EVALUATIONS

- To view Evaluation Due dates for employees that report to you login to the Paylocity Website: <https://login.paylocity.com>
- Go to the Talent Tab and then click Management Tasks
- If you do not see someone that is assigned to you please notify Human Resources and/or Payroll.

## G. TIME CLOCKS

- Use the time clocks to punch, request PTO, review and submit timecard
- [Click here](#) for instructions on how to Job Transfer and use a Wage Profile

## H. MILEAGE REIMBURSEMENT

- Reimbursable only if a company vehicle is not available
- Submit mileage using the time clock
  1. Enter user name and password
  2. Click [Employee Web Services](#) (do not click punch)
  3. Go to expense / detail
  4. Enter Purpose / select date
  5. Select expense category and type- (Mileage (employee))
  6. Enter notes
  7. Select cost center ([click here](#) for cost center list)
  8. Enter department (7600)
  9. Submit mileage to your manager for approval
  10. If the cost center or department is not correct the mileage will be rejected for correction and resubmission

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## 4. BILLING

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### A. DEADLINES

#### Program Billing Deadlines

- Weekly Billing: Due by Tuesday the following week.
- Monthly Billing: Due at the end of the first week of the following month.

#### Finance Submission Deadlines

- All billing received by Tuesday of each week will be processed and submitted to NYS by end of business Wednesday of that week.
- NYS Processes billing files every Wednesday evening.

### B. SUPPORTIVE IRA (Monthly)

- Program Manager Reviews and Signs off on appropriate documentation.
- Program Manager submits to Program Director for review.
- Program Director submits billing spreadsheet to finance for billing.

### C. SUPERVISED IRA (Weekly)

- Program Manager reviews and signs off on appropriate documentation.
- Program Manager fills out excel billing sheet in the Programs folder on the F Drive and submits to the Program Director.
- Program Director verifies billing data and documentation is completed and correct and submits to finance for billing.

### D. MSC & PCSS (Monthly)

- Case notes are recorded in the Therap software by the Service Coordinators.
- The Department Supervisor reviews and approves all case notes in Therap.
- Billing file is transferred to FundEz.

### E. EMPLOYMENT (Weekly)

- Billing is documented in Therap for the following Employment programs: Supported Employment (SEMP), Pathways and Community Based Pre Vocation Services.
- Program Director reviews and approves case notes in Therap.
- Billing is transferred to FundEZ for submission to NYS.

### F. COMMUNITY SERVICES (Monthly)

- i. Community Habilitation and Respite billing are submitted to fiscal, by the community services administration staff using excel spreadsheets.

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## G. DOH & NHTD Case Management

- Case manager submits Excel spreadsheet to the Program Supervisor.
- Supervisor reviews and e-signs spreadsheet then submits to Finance.

## H. ENVIRONMENTAL MODIFICATIONS (OPWDD / DOH)

- EMOD contracts are administered by Service Coordinators / Case Managers
- MSC's / DOH CM's develop a job scope and solicit contractors from the NYS MWBE contractor list: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>
- Jobs are submitted to NYS OPWDD or DOH for approval.

### OPWDD Specific

- Once approved, NYS sends AIM a contract for signature. The Finance department submits with the contract a State Aid Voucher to OPWDD to receive a partial payment on the contract.
- Upon completion the MSC submits to the Finance department a contractor invoice marked paid and an environmental modification authorization form (part A signed by the vendor, part B signed by the MSC)
- A state aid voucher for the final payment and a signed invoice for Agency Administration Expenses are completed by the Finance Department
- All documents are sent to NYS for final processing and payment to the Contractor/Vendor..

### DOH Specific

- When completed all documents are sent to finance for final processing thru Medicaid and payment to the Contractor/Vendor.

## I. INDIVIDUALS' INFORMATION

- All individuals' information is managed using Therap software. Any information additions or changes are submitted to the Therap Database Administrator

## J. HOSPITALIZATION NOTIFICATION

- Download this Form: [Hospital Admission/Discharge Notification Form](#)
- Notify Finance as soon as possible of admission or discharged. Do not wait for the discharge because this holds up the billing.
- Health Coordinators are responsible for submitting within 24 hours of admission to or discharge from hospital.
- SUBMIT TWICE - once for admission and once for discharge.

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## K. MOVES

- Report to Finance as soon as possible
- Send notification to: [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- Regulations require individuals access to personal funds at all times.
- Funds must be turned in to Finance as soon as possible.

## 5. INDIVIDUALS' FUNDS (monthly personal allowance)

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### A. DEADLINES

- Regulations require audit of funds every 90 days.
- Best Practice = Monthly audits.
- Checks are cut on Tuesdays and Thursdays.
- Check requests are due 3pm preceding day to ensure timely processing.

### B. CHECK REQUEST PROCEDURE

- Before requesting personal allowance contact Finance to verify fund
- Request by voucher or email [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- Individual MUST sign (mark) all vouchers.
- Director signature is required for amounts above the manager's limit.
- Checks are made out to the manager and can be picked up in finance.
- Manager signs and dates the top check stub to acknowledge receipt.
- Supportive apartments: checks are made out to the individual.

### C. LEDGERS

- Kept electronically in the Programs file on the F drive. If you need access to the F Drive please contact the IT department.
- Ledgers must be kept updated no more than 3 days from transaction date.
- NYS audits these records - it is important to keep them updated and accurate at all times.
- Pocket money must be recorded in the ledger.
- A calendar page is required for pocket money.
- Calendar allows both the individual and the staff to initial.
- Print from any calendar such as Outlook.

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## D. AUDITS

- Regulations require audit of Individuals' funds every 90 days.
- Best Practice = Monthly audits.
- Managers are responsible for timely and accurate accounting.
- Residential Manager delivers Individual's money and receipts to Finance.
- The money is counted by a bookkeeper and returned to the Manager.
- Receipts are left with the bookkeeper.
- The bookkeeper reviews the ledger, comparing the receipts and money.
- The bookkeeper will contact the manager for assistance with any discrepancy.
- Upon completion receipts and audit notes are returned to the manager to be filed at the house.

## E. SALES TAX

- Individuals pay sales tax when spending their own money...individuals are NOT tax exempt.
- AIM Services is tax exempt.
- Need a tax exempt form? Email [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- When purchases are made with AIM funds (groceries/household items etc) sales tax should never be paid.
- If sales tax is paid in error, the manager or staff must return to the store for a refund.
- Online purchases are also exempt. Be sure to call with the tax exempt information.

## F. AGENCY VS. INDIVIDUALS' FUNDS

- Regulation prohibits use of Agency funds for Individuals' purchases.
- Exceptions: Agency funds can be advanced for 1-new Individuals that have not received personal funds yet, 2-internet purchases and 3-in the case of an emergency.

## G. PAY CHECKS

- Record as an in and out in the individual's ledger if deposited a community bank or in the AIM individuals' account at the office bank.
- Deliver to the office for deposit into the individual's account.
- Record as cash in if cashing for use at home.

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## H. GIFT CARDS

- Recorded in a separate ledger.
- Transactions are recorded just like money.
- Exception: Individual's plan supports personal management of gift cards.

## I. RECEIPTS & DOCUMENTATION

- Keep in a safe place (a binder pouch is recommended)
- Each receipt will be numbered, initialed by Individual and Staff, and accounted for line by line in the ledger.
- Proper documentation for Individuals' transactions provides evidence of appropriate handling of Individuals' funds.
- Incomplete documentation places the employee and Agency at risk.

## J. POCKET MONEY CALENDAR

- A calendar page is required for pocket money for Individuals that receive personal spending funds on a scheduled basis.
- Both the individual and the staff initial the days funds are received.
- Print from any calendar such as Outlook.

## K. MANAGER TRANSFER – OPEN / CLOSE

- New manager is required to train with their bookkeeper to learn proper handling and recording of Individuals' funds.
- The prior manager will deliver Individuals' funds and receipts to Finance.
- The money will be counted with the manager present.
- Funds will be deposited into the Individual's account.
- Receipts will be audited.
- The new manager will take custody of the new money for each individual.
- A new ledger will be started.



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## 6. IRA CLOTHING FUNDS

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### A. DEADLINES

- Available two times a year - once in the spring and once in the fall.
- Each individual receives \$125 each time.
- Clothing fund checks are cut on Fridays and can be requested by [Expenditure Request \(Voucher\)](#) or by email [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- Deadline: 10 BUSINESS DAYS to spend the clothing funds and return receipts to Finance.

### B. SALES TAX

- Purchases with clothing funds are tax exempt.

## 7. PETTY CASH

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### A. DEADLINES

- Submit receipts by Wednesday for Friday check run.
- For totals greater than \$20.

### B. AUDITS

- Completed on a random basis and when a fund is closed out.

### C. SALES TAX

- Petty cash is used only for AIM Agency purchases and all Agency transactions are exempt from sales tax.

### D. CONTROLS & HANDLING

- Kept in the safe and made available to employees as needed.
- All receipts are signed by the purchaser, numbered and logged in the electronic House Ledger.
- Use petty cash for all purchases under \$10.
- Individuals are to always use their own cash for personal purchases.

### E. TRANSFER – OPEN / CLOSE

- Audits are completed when managers transfer between programs and when new managers take over.
- Both managers (incoming/outgoing) schedule a time with the bookkeeper to perform the transfer when both managers can be present.
- Individuals' cash should be transferred at the same time.
- Transfers should be scheduled to make sure petty cash and Individuals' cash is available at the house at all times.

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## 8. COMDATA

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### A. DEADLINES

- A bi-weekly print out will be provided to each card holder. Receipts and backup documentation, such as vouchers are all due in one week.
- ALL COMDATA submissions will be turned in to the finance department.

### B. DOCUMENTATION / RECEIPT PROCEDURES

- Include the store where purchases are made on the COMDATA Spreadsheet
- Enter the date and cost for each category (Food, Household, Medical Care, etc.)
- Attach receipts to the print out of the COMDATA Spreadsheet.
- Or place receipts in an envelope noting the correct house and staple to the Spreadsheet.
- [Click here](#) for a list of category descriptions.

### C. LOST RECEIPTS

- Return to the store and request a replacement receipt.
- If the store is unable to provide a replacement, submit a missing receipts form. [Missing Receipt Form](#)
- Document the date of the purchase, the dollar amount, store, items purchased and reason receipt was not available.
- After filling out the form, sign, date, and print your name.
- Submit the form to your supervisor for review and approval.
- Turn in the completed form to the finance department.

### D. INDIVIDUALS' PURCHASES

- Purchases for individuals are not to be made on COMDATA without prior approval of the program's bookkeeper.
- If a purchase is made for an individual on COMDATA, a voucher must be submitted and attached to the print out of the COMDATA Spreadsheet.
- Individuals make purchases with their personal allowance (PA) funds.
- Take-Out food cannot be purchased for Individuals with the COMDATA Card. Individuals pay using personal allowance funds.

### E. SALES TAX

- Agency purchases are exempt from sales tax.
- Present the tax exempt form or card to the cashier.

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- If a tax exempt form or card is needed, contact the Fiscal Department. [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- If sales tax is charged, purchaser is required to return to the store for credit.

### F. CARD CONTROLS

- Sign Out Sheets are required for COMDATA cards.
- Before using the COMDATA Card - include the date, your name, and store.
- Upon return sign the card back in and note the purchase amount.

### G. LOST CARD

- Contact the Fiscal Dept.
- If after hours, report to on call. Send an email to Finance [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org) to report the loss.
- Finance will follow up with the house in the morning to see if card was found.

### H. LIMIT \$10

- Use petty cash for all purchases under \$10.

## 9. GAS CARDS

Lost card contact: [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)

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### A. ASSIGNMENT

- Each vehicle has a specific gas card.
- Cards must not be transferred from one vehicle to another.
- If a card is lost, notify Finance email at: [aimfinance@aimservicesinc.org](mailto:aimfinance@aimservicesinc.org)
- Notify Finance when vehicles are transferred between programs.

### B. RECEIPTS

- Submit receipts to the Finance department.
- Include house/office/program and employee signature.

### C. SALES TAX

- Gasoline purchases for agency vehicles are sales tax exempt.
- The Champlain Oil credit card must be used to get the credit for sales tax.

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- Debit cards and American Express cards should never be used to purchase gasoline for Agency vehicles unless in an emergency situation.

### D. PASSWORD / CODE / PIN

- Employee date of birth (6 digit pin)

## 10. SALES TAX

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### A. INDIVIDUALS' PURCHASES

- No exemption for an individual using personal funds.

### B. 4136N CLOTHING MONEY

- Clothing purchases using 4136N money are exempt from sales tax

#### a. AGENCY PURCHASES

- All Agency purchases are exempt from sales tax.
- Submit exemption forms to the vendor.

### C. VEHICLE FUEL

- Gasoline purchases for agency vehicles are exempt from sales tax.
- Champlain Oil credit card assigned to each vehicle must be used to get the credit for sales tax.
- Do not use Debit cards and American Express to purchase gasoline for Agency vehicles.