

## Cheat Sheet - HomeTrak Billing and/or Payroll Process

The first thing that needs to be done is prepare the schedules so billing and/or payroll can be processed.

### Schedule Review module

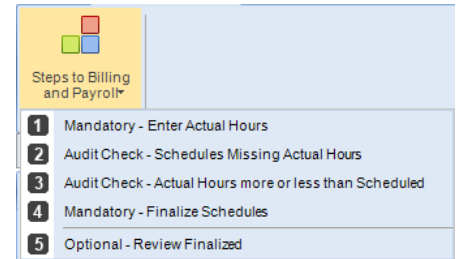
The Steps process was designed to assist you with updating and reviewing your schedules prior to processing Billing and/or Payroll against them.

*Steps 1 & 4* are mandatory and must be completed for the schedules to show up in billing and payroll.

*Step 2* was designed to make sure no schedules are missing actual hours, which is very helpful for customers who use Telephony. Especially if a caregiver forgets to clock in and out, you have no record of what hours they worked. You will need to fill in these hours manually once you have confirmed the hours with the client or caregiver. If you decide not to fix schedules missing actual hours, they will not show up in billing or payroll.

*Step 3* was designed to make it easy to identify schedules where the caregiver worked less or more hours than was originally scheduled for the client. If the hours in the Actual Hours column are acceptable, then no adjustment needs to be done. If the hours are not acceptable, then you will edit the schedules and in the Override section of the schedules make the adjustments. Add a Documented Event to record the reason for the adjustment.

Let's get started with setting your **Date Range** for the period you are processing. Click **View Data** then go through the *Steps to Billing and Payroll* one by one.



#### **Step 1 – Mandatory - Enter Actual Hours**

- Put *Actual Hours* in for all schedules.
  - Use the tool '*Fill Actual with Scheduled*'
    - Have the system automatically take the scheduled start date, time and hours and copy this information into the actual start date, time and hours for the selected schedules.
  - After filling the schedules with actual hours you can go through and make adjustments if needed.
- *Expenses* – gives you the option to calculate Mileage, calculate Travel Time or Bulk Add Extra Charges for the selected schedules.

#### **Step 2 – Audit Check - Schedules Missing Actual Hours**

- Check for any schedules that have been missed that should have actual hours. Fix if need be.
  - If you don't fix these schedules they will not be billed or paid.

#### **Step 3 – Audit Check - Actual Hours more or less than Scheduled**

- Review the *Hrs Over* and *Hrs Under* columns and determine if an adjustment needs to be made. Edit the schedule, go to the bottom and in the section '*Billing and Payroll Information*' add the Billing Hours or Payroll Hours but don't change the Actual or Scheduled Hours. Add a *Documented Event* to the schedule to explain the reason for the changes.

#### **Step 4 – Mandatory - Finalize Schedules**

- Finalize all schedules, checking for Bill Only, and Pay Only schedules and validate missing or zero bill and pay rates.
  - If a zero rate is meant to be there – don't fix.

#### **Step 5 – Optional - Review Finalized**

- Review the *Payroll* and *Billing Hours* columns. These are the hours that will be calculated in payroll and billing and all extra charge fields. (Mileage, Errand Miles, Travel Time, Per Diem and Expenses)
- You can still make adjustments at this time if needed.

## Payroll Module

### Step 1 – Calculate Payroll

**NOTE:** Filter for *Status* needs to be blank. **Do not filter on just Active**, otherwise you will miss schedules for caregivers who have been made inactive during the date range and still require payment.

- Set your **Date Range** for the period you are processing.
- Click **View Data** to load the grid.
- Click **Calculate Payroll** in top left-hand corner of the ribbon.
- Batch information appears. Nothing needs to be done here except click **Save**.
- Click **Next Step** in top left-hand corner of the ribbon to continue to Step 2.

### Step 2 – View Calculated

- Review the payroll records on the grid for mistakes and make any corrections.
- Optional - Print Payroll Report (detail) or Consolidated (summary) in top left-hand corner of the ribbon.
- Click **Post Payroll** on the ribbon to lock your payroll. Post Date is usually set to the date that will appear on the check.
- Click **Next Step** in top left-hand corner of the ribbon to continue to Step 3.

### Step 3 – Export and Pay Stubs

- Click **View Data** to load the grid.
- If you have an interface setup you can now export to your external payroll software.
- Click **Finished** on the ribbon to return to the main menu of the Payroll module.

## Billing Module

### Step 1 – Calculate Billing

- Set your **Date Range** for the period you are processing.
- Click **View Data** to load the grid.
- Click **Calculate Billing** in top left-hand corner of the ribbon.
- Batch information appears. Nothing needs to be done here except click **Save**.
- Click **Next Step** in top left-hand corner of the ribbon to continue to Step 2.

### Step 2 – Billing Calculated

- Review the billing records on the grid for mistakes and make any corrections.
- Optional - Print Invoice Pre-Post, Billing Report (detail) or Consolidated (summary) in top left-hand corner of the ribbon.
- Click **Post Billing** on the ribbon to lock your billing. Make sure you set your *Invoice Date* to the date you want to appear on the invoice.
- Click **Next Step** in top left-hand corner of the ribbon to continue to Step 3.

### Step 3 – Invoices and Export

- Click **View Data** to load the grid.
- Click **Invoices** in top left-hand corner of the ribbon. You can print, email or save the invoices from this screen.
- If you have an interface setup you can now export to QuickBooks (desktop or online version).
- Click **Finished** on the ribbon to return to the main menu of the Billing module.

[How to process Billing and/or Payroll within HomeTrak](#)