

## Oregon State Contract Payroll Calendar - CDDPs/Brokerages

January 2015

| Su | Mo | Tu              | We              | Th | Fr | Sa |
|----|----|-----------------|-----------------|----|----|----|
|    |    |                 |                 | 1  | 2  | 3  |
| 4  | 5  | 6*              | 7               | 8  | 9  | 10 |
| 11 | 12 | 13 <sup>◊</sup> | 14              | 15 | 16 | 17 |
| 18 | 19 | 20              | 21*             | 22 | 23 | 24 |
| 25 | 26 | 27              | 28 <sup>◊</sup> | 29 | 30 | 31 |

February 2015

| Su | Mo | Tu | We              | Th              | Fr | Sa |
|----|----|----|-----------------|-----------------|----|----|
| 1  | 2  | 3  | 4*              | 5               | 6  | 7  |
| 8  | 9  | 10 | 11 <sup>◊</sup> | 12              | 13 | 14 |
| 15 | 16 | 17 | 18              | 19*             | 20 | 21 |
| 22 | 23 | 24 | 25              | 26 <sup>◊</sup> | 27 | 28 |

March 2015

| Su | Mo | Tu             | We              | Th              | Fr | Sa |
|----|----|----------------|-----------------|-----------------|----|----|
| 1  | 2  | 3 <sup>P</sup> | 4               | 5*              | 6  | 7  |
| 8  | 9  | 10             | 11              | 12 <sup>◊</sup> | 13 | 14 |
| 15 | 16 | 17             | 18*             | 19              | 20 | 21 |
| 22 | 23 | 24             | 25 <sup>◊</sup> | 26              | 27 | 28 |
| 29 | 30 | 31             |                 |                 |    |    |

April 2015

| Su | Mo              | Tu | We | Th             | Fr | Sa |
|----|-----------------|----|----|----------------|----|----|
|    |                 |    | 1  | 2*             | 3  | 4  |
| 5  | 6               | 7  | 8  | 9 <sup>◊</sup> | 10 | 11 |
| 12 | 13              | 14 | 15 | 16             | 17 | 18 |
| 19 | 20*             | 21 | 22 | 23             | 24 | 25 |
| 26 | 27 <sup>◊</sup> | 28 | 29 | 30             |    |    |

May 2015

| Su | Mo | Tu              | We  | Th              | Fr | Sa |
|----|----|-----------------|-----|-----------------|----|----|
|    |    |                 |     |                 | 1  | 2  |
| 3  | 4  | 5*              | 6   | 7               | 8  | 9  |
| 10 | 11 | 12 <sup>◊</sup> | 13  | 14              | 15 | 16 |
| 17 | 18 | 19              | 20* | 21              | 22 | 23 |
| 24 | 25 | 26              | 27  | 28 <sup>◊</sup> | 29 | 30 |
|    |    |                 |     |                 |    | 31 |

June 2015

| Su | Mo | Tu | We | Th              | Fr | Sa |
|----|----|----|----|-----------------|----|----|
|    | 1  | 2  | 3  | 4*              | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 <sup>◊</sup> | 12 | 13 |
| 14 | 15 | 16 | 17 | 18*             | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 <sup>◊</sup> | 26 | 27 |
| 28 | 29 | 30 |    |                 |    |    |

PSW Submission Cutoff<sup>P</sup>

CDDP/Brokerage Submission into  
POC - 11:59 pm (\* indicates OOC submission date)

National federal banking holiday observed.  
All banks are closed.

Check Date

**Check Ideally Delivered**  
(\* indicates OOC check date)

<sup>1</sup>Checks may be received 1-3 days after check date, depending on mail service. Direct deposit and Comdata Services are dated for Check Date and may appear in the account at any point throughout the day. If using direct deposit, it is important to remember that some financial institutions process electronic deposits once per day, others twice per day. The time of day when deposits are processed can also vary. The PSW should check with their financial institution to find out when their direct deposit will be processed.

## CDDP/Brokerage Instructions

### **Pay-Period:**

The pay-period for Personal Support Workers (PSW) is the 1<sup>st</sup>-15<sup>th</sup> and the 16<sup>th</sup>-end of the month. Timesheets submitted with data from after the end of the pay-period will not be processed until the following pay period.

### **PSW Submission:**

Per the Collective Bargaining Agreement (CBA) PSWs must submit their timesheets to their local CDDP or Brokerage 3 business days prior to the 8<sup>th</sup> and 23<sup>rd</sup>. PSWs may submit their timesheet any time prior to this date, and should be encouraged to submit their time sheets as soon as they have completed their work with an individual for the pay period. This date is highlighted in yellow.

### **CDDP/Brokerage Submission:**

Prior to the implementation of POC, TNT requires 5 business days to process payment. TNT needs all payment information (via the established data collection template for each CDDP/Brokerage) submitted by 11:59pm on the date highlighted in blue. Upon implementation of POC, all PSW time will be entered into POC and submitted to TNT via POC.

### **Payment Date:**

Providers will be paid six business days after the 8<sup>th</sup> and 23<sup>rd</sup>. This date is highlighted in purple.

### **Out of Cycle Payments:**

Until the implementation of POC, there will be very tight turn-around for CDDPs and Brokerages to complete the rates and units file for submission to TNT. For this reason, TNT has agreed to process out-of cycle payment. This may change upon successful implementation of Plan of Care. Prior to this change, CDDPs and Brokerages will be notified.

These dates are highlighted with a \* for submission date and ◇ for anticipated payment date.

# Oregon State Contract Payroll Calendar - CDDPs/Brokerages

July 2015

| Su | Mo              | Tu | We | Th | Fr | Sa |
|----|-----------------|----|----|----|----|----|
|    |                 |    | 1  | 2  | 3  | 4  |
| 5  | 6*              | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 <sup>o</sup> | 14 | 15 | 16 | 17 | 18 |
| 19 | 20*             | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 <sup>o</sup> | 28 | 29 | 30 | 31 |    |

August 2015

| Su | Mo | Tu              | We              | Th | Fr | Sa |
|----|----|-----------------|-----------------|----|----|----|
|    |    |                 |                 |    |    | 1  |
| 2  | 3  | 4*              | 5               | 6  | 7  | 8  |
| 9  | 10 | 11 <sup>o</sup> | 12              | 13 | 14 | 15 |
| 16 | 17 | 18              | 19*             | 20 | 21 | 22 |
| 23 | 24 | 25              | 26 <sup>o</sup> | 27 | 28 | 29 |
| 30 | 31 |                 |                 |    |    |    |

September 2015

| Su | Mo | Tu | We | Th              | Fr              | Sa |
|----|----|----|----|-----------------|-----------------|----|
|    |    | 1  | 2* | 3               | 4               | 5  |
| 6  | 7  | 8  | 9  | 10 <sup>o</sup> | 11              | 12 |
| 13 | 14 | 15 | 16 | 17              | 18*             | 19 |
| 20 | 21 | 22 | 23 | 24              | 25 <sup>o</sup> | 26 |
| 27 | 28 | 29 | 30 |                 |                 |    |

October 2015

| Su | Mo | Tu              | We              | Th | Fr | Sa |
|----|----|-----------------|-----------------|----|----|----|
|    |    |                 |                 | 1  | 2  | 3  |
| 4  | 5* | 6               | 7               | 8  | 9  | 10 |
| 11 | 12 | 13 <sup>o</sup> | 14              | 15 | 16 | 17 |
| 18 | 19 | 20              | 21*             | 22 | 23 | 24 |
| 25 | 26 | 27              | 28 <sup>o</sup> | 29 | 30 | 31 |

November 2015

| Su | Mo | Tu | We | Th              | Fr              | Sa |
|----|----|----|----|-----------------|-----------------|----|
| 1  | 2  | 3  | 4* | 5               | 6               | 7  |
| 8  | 9  | 10 | 11 | 12 <sup>o</sup> | 13              | 14 |
| 15 | 16 | 17 | 18 | 19*             | 20              | 21 |
| 22 | 23 | 24 | 25 | 26              | 27 <sup>o</sup> | 28 |
| 29 | 30 |    |    |                 |                 |    |

December 2015

| Su | Mo              | Tu | We | Th | Fr              | Sa |
|----|-----------------|----|----|----|-----------------|----|
|    |                 | 1  | 2  | 3  | 4*              | 5  |
| 6  | 7               | 8  | 9  | 10 | 11 <sup>o</sup> | 12 |
| 13 | 14              | 15 | 16 | 17 | 18*             | 19 |
| 20 | 21              | 22 | 23 | 24 | 25              | 26 |
| 27 | 28 <sup>o</sup> | 29 | 30 | 31 | 1               | 2  |

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