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Payroll & Benefits Information

All employees are strongly encouraged to register for payroll by direct deposit which is provided by our payroll provider *Flyte HCM*. If you chose to decline direct deposit, checks will not be placed in the mail until the regular Friday payday on our Payroll Calendar. ***By declining direct deposit, you acknowledge we have no control over mail delivery timelines. If a check is lost or missing, you will be required to file an affidavit and may experience a 5-7 business day delay.***

If you do not have a bank account, you are encouraged to setup direct deposit to a reloadable debit card (available at any local retail store). Upon request, we can setup a **Skylight PayOptions Debit Card** that we can mail you a temporary debit card that you can use to access your payroll funds.

If you have any questions or concerns, contact us via email or telephone.

Online Paystubs & PTO Balance Verification

All employees may access their paystubs and current PTO balance online 24/7 via computer or smartphone through the link available on our web site (see Employees > Payroll Login). Once your first timesheet is processed we will email you instructions to access your account. Accessing paystubs is very easy and does not require you to download any special apps! The online payroll system may be easily accessed from any smartphone or computer web browser. If you need a copy of your paystub and do not have internet access, please contact us to make arrangements to get copies.

Employee Benefits

- A. **Paid Time-Off** - ACP PCA Choice employees accrue Paid Time-Off (PTO) as required by the Collective Bargaining Agreement (CBA) between the State of Minnesota and SEIU Healthcare Minnesota (PCA Union).
- PCA Choice employees will earn 1 hour of PTO for every 43 hours worked (accrual rate of 0.0232).
 - *PCA Choice employees that work for consumers who reside in the City of Minneapolis or City St. Paul will earn 1 hour of PTO for every 30 hours worked (accrual rate of 0.0333) to comply with the specific city ordinances regarding Sick & Safe Time pay.
 - Once an employee has worked 600 hours (after July 1, 2015) they will be eligible to redeem PTO pay by submitting a **PTO Request Form** to their Consumer for advance approval and eventual processing on the next applicable payroll. ***Employees cannot take PTO without approval of their Consumer.***
 - ***PCAs that resign or are terminated will have PTO automatically redeemed on their final payroll, providing the required 600 hours as a PCA rule has been met. PCAs must have submitted a signed final timesheet and returned any keys or consumer property before final PTO will be issued.***
- B. **Holiday Pay** – Per the CBA, we will pay at 1.5 times hourly wage for PCAs that work on the holidays below:
- **Labor Day, Thanksgiving Day, New Years Day, Martin Luther King Day and Memorial Day.**
- C. **Health & Dental Insurance** - ACP currently does not offer health insurance. After year end, we will issue **IRS Form 1095-C** to all full-time employees (who work over 130 hours in at least one month per year) to document for tax filing and Affordable Care Act reporting purposes.

** City of Minneapolis & City St. Paul ordinances regarding Sick & Safe Time have been subject to legal challenges. If rules are overturned by the courts, we will place all employees at the standard SEIU PTO rate listed above.*