



5701 Kentucky Ave N #119
 Minneapolis, MN 55428
 Phone: 612-868-3270
 Fax: 612-395-5593
 Web: AbilityCare.com

PAYROLL DIRECT DEPOSIT FORM

Employee Information

Full Name:		Social Security #:
Email:		Phone:

- Direct Deposit Enrollment** - *Deposits will begin with the first timesheet processed.*
- ADP Wisely Pay Card** - *Direct deposit to an ADP Wisely Pay (visa/mastercard debit card). Free of charge. No direct deposit fee. A temporary card will be mailed on the Friday of your first payroll. You must activate your pay card at <https://www.activatewisely.com>. For more info, visit: <https://info.mywisely.com/pay/>*
- Decline Direct Deposit** - **Not Recommended* - Checks are mailed on payday. Checks are not available for pick-up. 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.*

We highly recommend using direct deposit to a bank account or pay card to ensure prompt payment!

List the account information for the bank account(s) to be used for your payroll deposit.

Bank Name	Routing #	Account #	Account Type	Deposit Instructions

*Certain accounts may have restrictions on deposits. Check with your bank for more information specific to your account.

Proof of account(s): *Please fax or submit photo proof of your bank routing number and account number.*

- Voided Check** with imprinted name (no starter checks)
- Deposit slip** (Must say ACH R/T before the routing number)
- Bank letter** or print-out with routing # and account #.

No proof submitted. I acknowledge any errors are my responsibility and may result in payroll delays of 30 days.

We request that all employees enroll in direct deposit. We issue direct deposits every other Friday as listed on our Payroll Calendar. We cannot issue direct deposits on any other dates or in emergency situations. In the event of a payroll error made by the company, a paper check will be issued or the correction will be made on the next scheduled direct deposit date.

Acknowledgements: I authorize ACP to deposit my wages into the account(s) specified above. I agree that direct deposit transactions I authorize comply with all applicable law. My signature below indicates that I am agreeing that I am either the account holder or have the authority of the accountholder to authorize ACP to make direct deposits into the named account.

Employee Signature: _____ **Date:** _____



5701 Kentucky Ave. N. Suite 119, Minneapolis, MN 55428
Voice: 612-868-3270 Fax: 612-395-5593 Text: 612-567-0401
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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 **ADP**. 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 an **ADP Wisely Pay Card**. The **Pay Card option** is FREE and will be mailed to you as a temporary debit card that you can use to access your payroll funds. A permanent Pay Card with your name will be sent to you from the card issuer. More information is available on our web site.

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 you will receive an email with your **ADP Personal Registration Code (PRC)** and instructions to register for access to your account. Accessing paystubs is very easy on the ADP mobile app and website! If you need a copy of your paystub and do not have internet access, please contact us to make arrangements to get copies (allow 3-5 business days).

Employee Benefits

- A. **Paid Time-Off** - **ACP PCA Choice employees accrue Paid Time-Off (PTO) as required by the 2019-2021 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 40 hours worked (accrual rate of 0.0250).
 - *PCA Choice employees that work for consumers who reside in the City of Minneapolis will earn 1 hour of PTO for every 30 hours worked (accrual rate of 0.0333) to comply with the Minneapolis city ordinance regarding Sick & Safe Time pay.
 - Once an employee has worked 600 hours (after July 1, 2019) 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.***
 - Eligible 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 ordinance regarding Sick & Safe Time has 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.*