

ACES\$ InnovAge

Roles, Responsibilities & Timesheet Quick Tips



Roles and Responsibilities

Participant

Individual authorized to receive services under the InnovAge Participant-Directed Personal Care Attendant Program.

Employer

Person who is ultimately responsible for managing the Employees and ensuring applicable employment laws are upheld. This includes hiring, firing, scheduling, training, ensuring competency, supervising and approving timesheets.

Employee

Personal Care Attendant (PCA) who provides the Participant with approved services under InnovAge Participant-Directed Personal Care Attendant Program.

Financial Management Services Provider

Financial management services (FMS) provider performs background checks on potential Employee(s), processes payroll and performs required tax functions on behalf of the Employer. Payroll is issued to Employees for timesheets approved by the Employer that are within the Participant's Service Authorization limits. The FMS provider is ACES\$ Financial Management Services. The FMS provider is not the Employer of the Personal Care Attendant.

Timesheet Quick Tips

Timesheet Payment

At the end of a pay period, Employees submit timesheets to their Employers. Employers approve timesheets in ACES\$ Online. If using paper, both the Employer and Employee sign the timesheet and submit to ACES\$.

Timesheet Payment Status

When a timesheet is approved to be paid, the status is "POSTED." Timesheet status, upcoming payroll information and full paystubs are visible in the ACES\$ Online portal.

Timesheet Errors and Corrections

If there is an issue or error with the timesheet, the status is "KICKOUT." ACES\$ will contact the Employer to explain the issue. Employers write "corrected" on the paper or printed online timesheet with the changes made. Submit corrected timesheets to supportINNO@mycil.org or fax to 866-312-3755. Please allow one business day for processing corrections.

