



IMPORTANT: UPCOMING CHANGES TO PAYROLL PROCESSING!

To better serve our stakeholders, The Arc FMS is implementing a new payroll processing timeline that will go into effect on Pay Period #4 as outlined in the attached Payroll Calendar. Currently, payroll is processed in less than one week with timesheets due on Sunday and employees paid on Friday.

The Arc will begin the transition to a two-week processing period by scheduling two one-week payrolls (Pay Periods #2 & #3) to build the time delay, as noted below. By Pay Period #4, the new processing timeline will be established and will continue throughout the year.

HOW DOES THIS CHANGE BENEFIT EMPLOYERS AND EMPLOYEES?

- Extending the processing time will increase accuracy and minimize errors as more than 70 percent of self-directed participants use paper timesheets.
- Changing the processing timeline will give employers an additional day to receive, review, and submit time entries.
 - Paper timesheets and electronic time entries will no longer be due on Sundays.
 - Timesheets will be due on Mondays (or Tuesdays when the holiday falls on Monday).
- Submitting anticipated time entries and following up with corrected timesheets will no longer be necessary since time entries will not be due in advance of the time worked.
- Employee updates (pay rate changes, account updates, changes of address) will be able to be applied in a timelier fashion.

WHAT CAN YOU DO TO PREPARE FOR THIS CHANGE?

- Employers are encouraged to work with their employees to better understand and plan for this change well in advance. Please use this opportunity to review the calendar together so that challenges can be identified and addressed.
- Opting into electronic timekeeping is another way to ensure increased accuracy.

FREQUENTLY ASKED QUESTIONS

- Is my paycheck wrong? My check was only for one week!
No, for check dates 1/21 and 2/4, your paycheck is for one week. This is part of our transition process to our new payroll schedule.
- Am I going to be shorted for a week of pay?
No, you will receive pay for all hours worked during our transition. Please see below.

Check date		Pay period
1/14/22	Paycheck for 2 weeks	12/26/21 - 1/8/22
1/21/22	Paycheck for 1 week	1/9/22 - 1/15/22
2/4/22	Paycheck for 1 week	1/16/22 - 1/22/22
2/18/22	Paycheck for 2 weeks	1/23/22 - 2/5/22

FMS CUSTOMER SUPPORT

FMS processing questions may be directed to The Arc FMS by opening a customer service ticket at thearcccr.supportsystem.com or by calling us toll-free at 1.866.252.6871.

Thank you,

Your FMS Team at
The Arc Central Chesapeake Region

thearcccr.org

Office: 410.269.1883
Fax: 410.384.4015