



What's going on with KS Authenticare? ?

THE START DATE HAS CHANGED **IT IS NOW GOING TO START JANUARY 16, 2012!**

The date has changed but we still need to have the “AuthentiCare Information” sheets returned. We **MUST** have the workers names and the telephone number that will be used to “clock” in and out. After we get that information we will send your workers their ID numbers.

THE WORKER WILL NOT BE PAID AFTER JANUARY 15th IF THEY DO NOT HAVE AN ID# !

You must use the AuthentiCare system.

You may not use timesheets.

Please return this information immediately and/or call the Life Patterns office.

WE WILL NOTIFY YOU IF AUTHENTICARE DOES NOT START ON JANUARY 16th.



I heard there's a lot of paperwork for FMS.

FMS PAPERWORK.....WHAT CAN WE EXPECT?

The state is requiring the following agreements for FMS.....

1. An agreement between the Individual Receiving Services (customer) and Life Patterns, Inc (the FMS).
2. An agreement between the Individual Receiving Services (customer) and the Direct Support Worker (DSW).
3. An agreement between the DSW and Life Patterns, Inc. (the FMS).

You have received these agreements in the mail from Life Patterns. You will need an agreement for each of your employees. We included instructions so you would know what to do. We'll also have these agreements available on our website: www.lifepatternsks.org

if you have not returned these agreements, please do so immediately!

WE URGE YOU TO HAVE YOUR EMPLOYEE PAYCHECKS DIRECT DEPOSITED?

If you haven't already, we hope you will consider using our Direct Deposit service for paychecks. You can use the form below or forms are available on line at our website (www.lifepatternsks.org).

AGAIN, WE STRONGLY URGE YOU TO USE DIRECT DEPOSIT!

We only require that you have an email address so we can email your paystubs to you.

LIFE PATTERNS, INC. Direct Deposit Signup Form

_____ NEW _____ CHANGE

(Check "NEW" for first time signup for Direct Deposit and "CHANGE" if you need to amend a previous application.)

Section 1- Information

<p>To sign up for Direct Deposit, the employee is required to fill out this form.</p> <p>Direct Deposit is available to anyone who has a checking or savings account at any bank, savings and loan, or credit union.</p> <p>This agreement remains in effect until canceled by the employee or when the employee terminates employment with Life Patterns, Inc.</p> <p>If the employee wishes to change to a newly selected financial institution, they would need to complete a Direct Deposit Sign-up Form marked "Change". It is recommended that the payee maintain accounts at both financial institutions until after the new financial institution receives the employee's Direct Deposit payment.</p> <p>Direct Deposit may not be split into savings and checking. You must either choose one or the other.</p>	<p><u>THE EMPLOYEE MUST ATTACH A VOIDED CHECK TO THIS FORM OR A STATEMENT FROM THE BANK WITH BANK ROUTING & ACCOUNT NUMBER. FAILURE TO PROVIDE THIS WILL PREVENT THE PROCESSING OF YOUR DIRECT DEPOSIT REQUEST.</u></p> <p>Direct Deposit usually begins with the next payroll check after the employee signs a Direct Deposit Sign-Up Form, if received by the 5th or the 20th of the month assuming no errors show up on a test transmission.</p> <p>Employees choosing Direct Deposit will be able to view and print paystubs on "ViewMyPaycheck" online. An email address is needed for this service. Complete instructions for this free service will be sent to employees via email as part of the Direct Deposit signup process.</p>
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Section 2 – Bank Account Information

<p>Name and address where you bank</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">_____ Checking _____ Savings</p> <p>Checking or Savings Account Number:</p> <p>_____</p> <p>Routing or ABA Number:</p> <p>_____</p>
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Section 3 – Employee Information

<p style="text-align: center;">Employee's Name (Please Print)</p> <p>_____</p> <p>Last four digits Social Security Number _____</p> <p>Email: _____</p> <p>_____</p> <p><i>Employee's Signature</i> <i>Date</i></p>	<p>In signing this form, I authorize my payroll check(s) to be sent to the financial institution named above. Written authorization of the employee is required before any adjustment is made by Life Patterns, Inc. or the financial institution named above associated with Direct Deposit.</p> <p>My signature indicates that I am agreeing that I am either the account holder or have the authority of the account holder to authorize my employer to make Direct Deposits into the named account.</p>
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WANT TO VIEW YOUR PAY STUBS ONLINE?

Even if you don't select Direct Deposit, you can still view your paystubs online.

In fact, you can also print your paystubs from this website.

How do you get this started? Just send us an email.....

(to lifepatterns1@hotmail.com) and give us your email address. We will send you an invitation to "viewmypaychecks.com". You will go to this website and set up your password.



At every payday, you will receive an email that your paystub is available to view. This site will also have your year-end W-2.