

# ARIS Solutions Payroll Services Agency Enrollment & Billing Process

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1. Any agency authorizing budgets for the Choices for Care Adult Family Care Respite or Moderate Needs Flexible Funding Self-Hire (Home Care) services through ARIS Solutions (ARIS) must establish a business relationship prior to the initiation of payroll services.
2. To establish a business relationship with ARIS, an agency must call ARIS at 1-800-798-1658 and provide the following information:
  1. Agency Name
  2. Address
  3. Phone Number
  4. Name of primary business office contact
  5. Phone number of primary business office contact
  6. E-mail address of primary business office contact
  7. Fax number
3. ARIS will provide the agency with banking information to set up a direct deposit payment mechanism to ARIS.
4. Once the relationship has been established, ARIS will add the agency to the payroll software as a billing entity.
5. ARIS will establish an FTP site for the agency for billing purposes.
6. The agency will submit an ARIS Enrollment Form for each eligible participant which includes the total allowed budget for that person and effective dates.
7. ARIS will pay employee timesheets up to the allowed amount. ***NOTE: Timesheets must be submitted to ARIS within 5 months of the service date in order to be eligible for payment.***
8. Invoices for reimbursement to ARIS for employee payroll will be put on the FTP site on alternate Thursday afternoons, immediately following the processing of payroll. ARIS will notify the agency by e-mail that this invoice has been added to the FTP site.
9. Included with the invoice for employee payroll will be a spreadsheet including the following information for the payroll being billed, by Participant managed by Agency:
  - Participant name
  - Employee name
  - Starting budget for the pay period
  - Ending budget for the pay period
  - Payroll period paid
  - Number of hours worked during identified pay periods
  - Hourly pay rate for the pay period
  - Total gross wages for the pay period
  - Total employer Taxes for the pay period
  - Total expense to the budget for the pay period
  - Total balance remaining for service plan period
10. The agency will provide payment for the employee payroll invoice within five (5) business days by direct deposit.
11. Invoices for reimbursement to ARIS for ISO administration services will be posted on the FTP site on the first of each month for services provided to each Participant who has used ARIS payroll services during the prior month. ARIS will notify the agency by e-mail that this invoice has been added to the FTP site.
12. The ISO administrative service fee is \$35.00 per person, per month and is payable to ARIS Solutions by direct deposit within two weeks of placement on the FTP site.