

## Administrative Time

- Administrative Time is taxable, paid time allotted to each Individual Provider.
- Individual Providers will automatically receive one fifteen (15) minute unit of Administrative Time for each paid pay period they worked and submitted a timesheet in Good to Pay status, after July 1, 2017.
- If the IP is not paid in the pay period, or the timesheet is not in Good to Pay status, the IP will not be paid Administrative Time.
- Administrative Time is paid per the current hourly rate and is included in taxable wages.
- Administrative Time is subject to overtime calculations, and accrues both CCH and PTO. Administrative Time is included in the sum of the IP's total hours worked for the period.
- Administrative Time will not be affected by Client Responsibility and is not estate recoverable.
- Administrative Time applies to all timesheet submission formats including faxed, mailed-in paper timesheets and electronic submitted timesheets online.

### Sample Earnings Statement with Administrative Time

#### Earnings Statement

Public Partnerships, LLC  
1 CABOT RD STE 102  
MEDFORD, MA 02155  
Phone: 1-844-240-1526

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Advice Date: 08/01/2017  
Advice Number: RA000001  
Amount \$1,694.59  
PTO Balance 5:00  
CCH Balance 3,897.00

Jane Doe  
123 Street  
Seattle, WA 98101

Description	Amount	YTD Amount	Contact Number
Administrative Time ADMIN	\$3.54	\$7.08	
Personal Care PCS	\$1132.00	\$16905.11	
Personal Care OT Third Party PCS-OTTP	\$0.00	\$48.63	
Paid Time Off (PTO)	\$827.90	\$827.90	
Mileage, Personal Care MILEAGE PCS	\$53.50	\$696.25	
Client Participation CO PAY	\$0.00	-\$3002.75	
Federal Income Tax FIT	-\$115.30	-\$1279.23	
Medicare-Employee MED	-\$28.50	-\$214.46	
Social Security-Employee SS TAX	-\$121.72	-\$916.74	
Health & Welfare Deduction	\$0.00	-\$150.00	
Health And Welfare, Var	\$0.00	-\$25.00	
SEIU 775 NW-Dues	-\$56.83	-\$473.14	
Net Pay	\$1694.59		

Earnings				
Date	Description	Hours	Rate	Amount
JOHN DOE				
02/01/2017-02/15/2017	PTO	0.33333	\$14.15	\$4.72
02/16/2017-02/28/2017	PTO	0.33333	\$14.15	\$4.72
03/01/2017-03/15/2017	PTO	0.33333	\$14.15	\$4.72
03/16/2017-03/31/2017	PTO	0.33333	\$14.15	\$4.72



## **Administrative Time Frequently Asked Questions (FAQs)**

**Q:** [What is Administrative Time?](#)

**A:** Administrative Time is taxable, paid time allotted to each IP.

**Q:** [When will IPs become eligible for Administrative Time?](#)

**A:** Administrative Time takes effect with the pay period beginning July 1, 2017. Pay periods worked on or after July 1, 2017 are eligible to receive Administrative Time.

**Q:** [Will Administrative time be paid retroactively?](#)

**A:** Administrative Time will not be applied to pay periods prior to July 1, 2017.

**Q:** [How much will IPs be paid for Administrative Time?](#)

**A:** Administrative Time is paid as one 15-minute unit per paid pay period. Administrative Time is paid according to the IP's current hourly rate.

**Q:** [How do IPs claim Administrative Time?](#)

**A:** IPs do not claim Administrative Time. IPOne will automatically generate a timesheet to pay Administrative Time for each paid pay period the IP worked and the timesheet is in Good to Pay status after July 1, 2017.

**Q:** [Can IPs edit Administrative Time timesheets?](#)

**A:** No. Any attempt to edit an Administrative Timesheet in the portal will result in an error message being displayed, and no edit will be processed.

**Q:** [Can IPs be paid for additional Administrative Time?](#)

**A:** No. IPs will be paid for only one, 15-minute unit of Administrative Time for each payroll period in which they are paid.

**Q:** [Where can Administrative Time payments be viewed?](#)

**A:** Administrative Time is displayed on Earnings Statements at the Description section near the top of the page.

**Q:** [Is Administrative Time taxable?](#)

**A:** Yes. Paid Administrative Time is included in taxable wages and will be taxed with other wages according to the IP's W-4 on file.

**Q:** [Will Administrative Time paid count towards an IP's CCH/PTO balance?](#)

**A:** Yes. Paid Administrative Time is included in calculations for both CCH and PTO accruals.

**Q:** [Who can an IP contact if there are questions regarding Administrative Time?](#)

**A:** Please call the SEIU Member Resource Center at **1 (866) 371-3200**.