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# Employment Packet Introduction to PPL Information for Employees

## Tennessee Commission on Aging and Disability Options Self-Direction Program (SDP) Employment Packet

Dear Employee:

Welcome aboard! You have received this packet because a participant in the Tennessee Commission on Aging and Disability (TCAD) Options Self-Direction Program has selected you to provide services.

The Tennessee Commission of Aging and Disability (TCAD) has contracted with Public Partnerships, LLC (PPL) to act as the Financial Administrator (FA) for TCAD-SDP participants. PPL will make payments on behalf of participants who employ providers. The timesheets you will complete will be submitted to PPL for payment.

Below you will see three lists of forms. The forms in the list "Forms Required For All Employees" must be completed and submitted to PPL as soon as possible so that PPL can pay you. The forms in the list "Optional Forms" are not required by PPL, but may be useful to you. If they are, submit these forms to PPL. Keep the forms in the list "Forms to Keep – You Will Use These for the Program." These forms will help you submit timesheets to PPL for payment.

You must complete a separate employment packet for each employer/participant who employs you. **PPL cannot pay for any services until a completed packet is received for your work with each employer/participant.** PPL will issue paychecks to you based on properly completed timesheets. These paychecks will reflect tax withholdings. If you have any questions, please call us toll free at 1-866-886-6149. Thank you.

### **Forms Required For All Employees**

USCIS Form I-9. Department of Homeland Security - Employment Eligibility Verification. This form is used to confirm your immigration and US citizenship information. The form contains instructions developed by the USCIS. *Ask your employer to certify and sign Section 2 of the I-9 Form.*

IRS Form W-4. Employee's Withholding Allowance Certificate. This form is used to calculate your federal tax withholding. The form contains instructions developed by the IRS.

Employer/Employee Rate Agreement. This is an agreement between the employer and the employee on a gross rate/hour for each service. It must be signed by both the employer and the employee and returned to PPL.

Federal Tax Exemption Information Form. This form was prepared by PPL to collect information about your relationship to your employer to determine if you meet certain Federal tax exemptions.

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### **Optional Forms**

EFT Application. This form is used to establish direct deposit of your paycheck with PPL. We encourage employees to use direct deposit. You can use direct deposit with a bank account or debit card.

### **Forms to Keep – You Will Use These for the Program**

Payroll Schedule Use this to complete timesheets and submit them to PPL twice a month.

PPL Timesheet Complete this timesheet to PPL according to the Payroll Schedule for any work performed after you have been authorized to provide services.

Timesheet Instructions Use these instructions to help you complete the PPL timesheet.

#### ***Before you are eligible to provide services to a SDC participant, you must:***

- Complete and submit to PPL all forms listed on page 1 of this packet, including the Employment Agreement.
- Complete and successfully pass a Criminal Background Check, Elderly or Vulnerable Abuse Registry Check and Sexual Offender Registry Check.

#### ***After you start working for a SDC participant, you will:***

- Submit signed timesheets to PPL twice a month, within 3 days of the end of the pay period (see payroll schedule enclosed in this packet)
- Receive a paycheck from PPL, based on properly completed timesheets submitted to PPL, twice a month.
- Receive a W-2 Wage Statement from PPL every year, on behalf of your employer

#### ***Who is responsible for submitting timesheets to PPL?***

Your employer will determine whether he or she would like you to submit timesheets directly to PPL or if he or she would prefer to submit the timesheets themselves. In either case, timesheets must be signed by both you and your employer.

#### ***What is the U.S. Citizenship and Immigration Services (USCIS) Form I-9?***

The USCIS Form I-9 is your employment eligibility verification. You must bring this form, and the documents listed on page 3 of the I-9 to your employer, the VD-HCBS participant. Your employer will review the documents, confirm your identity and verify your identity by signing this form. Federal law requires that all employers and employees complete this form.

#### ***What taxes will be withheld? Will I see them on my paycheck stub?***

PPL will withhold Social Security, Medicare (FICA), and federal income taxes from your paycheck as applicable. A summary of all tax withholdings will appear on your paycheck stub throughout the calendar year. PPL also will mail you a W-2 form each January. You will need

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this W-2 form to file your individual tax return by April of each year. Your employer will receive regular reports from PPL about your total hours worked.

***Are there other forms I need to review?***

Yes. PPL has enclosed the following forms for your review. Keep these forms. You will need them when you provide services.

Timesheet, Timesheet Instructions and Payroll Schedule. A signed timesheet will authorize PPL to issue a paycheck. A timesheet can be faxed or mailed, but must be legible and signed by both the Employee and Employer. You should keep the original timesheet and make copies of it for your use. If you need more timesheets, you can download them from [publicpartnerships.com](http://publicpartnerships.com) or call PPL toll-free at 1-866-886-6149.

Paychecks are issued twice a month. See the enclosed Payroll Schedule for more information about processing days and deadlines.

**PPL encourages you to call us toll free at 1-866-886-6149 if you have any questions. TTY users please dial toll free at 800-360-5900.** PPL staff is available to help walk you through the forms over the phone. We look forward to working with you.

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