

Morning Sun Financial Services of Ohio

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- Minnesota based financial management service/fiscal employer agent with an office in downtown Columbus
- Serving people with disabilities and the elderly in many ways through many service types
- Self- directed services in Minnesota since 1999
- Morning Star Financial Services since 2006

Hiring Employees

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- Once Consumers have selected employees we will provide them with a New Hire Packet which includes all the necessary forms needed for an employee to be hired and paid
- Consumers will also have paperwork to complete.

Completing packets---Work with Case Manager or call Morning Sun

- **Morning Sun issues the Good to Go letter.**

Jargon **Consumer = Employer = ER**
Provider = Employee = EE

Good to Go letter

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- 3 things are needed for Morning Sun to issue the GTG
 - Employer packet—complete and correct
 - Employee packet—completed and correct
 - Referral dates and budget put into PIMS

GTG letter is uploaded into FTP website, and letters are mailed out to ER & EE. ER also receives timesheets and payroll schedule

Employees who work before receiving the GTG letter and confirming the start date with the case manager will not be paid. There is no back billing.

Payroll

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- All Employees are required to complete timesheets to record time worked. These must be approved and signed by the employer.
- Timesheets must be an accurate reflection of accurate time worked
- Timesheets can be emailed, faxed, or submitted through our website.
- A payroll schedule is provided with the start and end dates for each pay period, and when timesheets are due.

Paychecks

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- Employees are paid on the 15th and at the end of the month.
- Employees have option of direct deposit, pay card or having checks mailed.
 - We encourage employees to use direct deposit or pay card because of potential delays or problems with US mail.

Issues that May Delay Payroll

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- Time sheets that are not completed properly or accurately.
- Time sheets that are received after the due date.
- If the necessary paperwork for a new Employee or the Employer is missing or incorrect.
- Insufficient budget

More about Payroll

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- **Understanding the difference between Billing Rate and Gross Hourly Wage (Employee Wage)**

Hourly Cost is the amount charged to the Budget before employer taxes are taken out

Gross Hourly Wage is the amount paid to an employee **Pretax**

Morning Star Contact Information

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