CDASS SICK TIME PAYMENT REQUEST PROCESS VIA CONNECT

Overview: Colorado Senate Bill 20-205: Healthy Families and Workplaces Act; C.R.S. 8-13.3-402, stipulates that employers provide paid sick leave to their employees at a rate of one (1) hour of paid sick leave for every 30 hours worked effective January 1, 2022. Employees can accrue a maximum of 48 hours per year and begin accruing paid sick leave as of January 1, 2022. Employees are permitted to use their paid sick leave as it is accrued and can carryover unused paid sick leave to subsequent years, up to the 48 hours maximum. For more information visit: <u>Senate Bill 20-205: Healthy Families and Workplaces Act</u>

Submitting a Sick Time Payment Request- Employers

Attendants can request sick time via their employer. Attendants should complete the <u>Sick Time Request Form</u> and provide it to their employer as official documentation. Employers should maintain a copy of this sick time request form in the attendants employment file. Once approved, sick time payment requests can be submitted <u>by the Employer</u> via the Palco Connect portal.

1. Employers will access the Connect website https://connect.palcofirst.com/ and login using their credentials.

DPALCO CONNECT	
	LOGIN JemaiL Password
	SIGN IN Forgot my password Terms of use Privacy policy

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2. Click on "Payments" and click "Paid Time Off(PTO)" located at the top right of your screen.

DPALCO	🛠 HOME 🗎 TIME ENTRY 🗐 PAYSTUBS 💶	Paid Time Off (PTO)
Palco Connect		
Hello, rosie.cotton@arpalco.33mail.com! Your commitment to keeping people safe in their home and community ins Thank you.	ires us. Resources Palco Website	
Welcome to Connect, Palco's self-service portal. Employers and Workers can open the Connect portal 24 hours per oper week.	y, 7 days • Training Videos • Palco Privacy and Term	ns
Now that you're logged in, here's what you can do:		
 Review, edit, and Submit Timesheets Review time submitted via Electronic Visit Verification (EVV) View Pay Stubs Check the status of your timesheets Employers can review service utilization 		
We want to answer your questions! For answers to common questions, go to www.palcofirst.com , look under Progra choose your State. You can find valuable resources like payroll schedules, enrollment forms, training information, ar help you.		
Please keep your contact information up to date. When your phone number or address changes, please send us a c information form. You can find the form at www.palcofirst.com, look under Programs, choose your State, and find th of information form.		

3. Select the Attendant for which you are submitting the sick time payment request.

PALCO					
Paid Time Off					
Select Worker	~				
Select Worker	1				
Ryan LRyan for Kimberly Gutierrez					
Katherinne Santanna for Kimberly Gutierrez					
	ime Off Select Worker Select Worker Ryan LRyan for Kimberly Gutierrez				

4. Complete the required fields indicated on the screen including the PTO date and number of hours. When selecting the pay rate, you will need to click on "Select a Pay Rate" and choose the default weighted average rate. Once complete, click submit.

PTO CURRENT BALANCE: 33.90 Hours			PTO CURRENT BALANCE: 1.38 Hours	
PTO Date:	09/28/2022		PTO Date:	09/29/2022
Hours Requested:	8.00		Hours Requested:	
Pay Rate:	\$18.00	~	Pay Rate:	Select a Pay Rate 🗸
	su	вміт		Select a Pay Rate \$18.00

5. Once Submitted, the request can be viewed under "PTO Request History" showing the details of the request and the current status of the request.

PTO HISTORY				
Filter records by:	Service Date	ORequested Date	Limit Range: Last 60 Days 🗸	
Service Date	Hours	Pay Rate	Date Requested	Status
09/28/2022	8.00	18	09/28/2022	Approved For Payment

Sick time requests will be processed and paid following the standard payroll schedule, published on the Palco website. If a payment request is rejected by Palco because it exceeds the rules or accrued hours, Palco will notify the employer by email of this rejection and a new request will need to be entered.

Attendant Review

The attendant will be able to view the requests by logging into their Connect account and by clicking on "Payments" and clicking "Paid Time Off(PTO)" located at the top right of the screen. Attendants can also monitor their PTO balance by viewing their most current paystub located by clicking "Paystubs."

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Paid Time Off							
PTO CURRENT BALA	NCE: 1.38 Hours						
Filter records by:	OService Date	Requested Date	Limit Range:	Last 60 Days 🐱		_	
Service Date	Hours	Pay Rate	Dat	e Requested	Status		
10/05/2022	6.00	18.0000	09/2	28/2022	Approved For Payment		

When submitting PTO, certain errors can appear if the time is submitted incorrectly or if there isn't enough PTO in the current balance. PTO requests also must be submitted within 30 days of the current date.

PTO CURRENT BALANCE	: 15.90 Hours		
PTO Date:	10/06/2022		The Hours Requested Exceed PTO Current Balance!
Hours Requested:	16.00		
Pay Rate:	\$18.00	~	
		SUBMIT	
			-
PTO CURRENT BALANCE	E: 15.90 Hours		
PTO Date:	10/06/2022		PTO Hours cannot exceed 24 Hours in a day!
Hours Requested:	25		The Hours Requested Exceed PTO Current Balance!
Pay Rate:	\$18.00	~	
		SUBMIT	
			-
PTO Date:	11/10/2022		PTO requests must be within 30 days of PTO Date selected!
Hours Requested:	8.00		

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Pay Rate:

\$18.00

Other Questions? Contact Palco!

Phone: 1-866-710-0456

Fax: 501-821-0045

Email: customersupport@palcofirst.com

Mail: Palco, Inc. P.O. Box 242930 Little Rock, AR 72223

WWW.PALCOFIRST.COM

PALCO SICK TIME PAYMENT REQUEST INSTRUCTIONS | PAGE 4