

Types of Connect Reports:

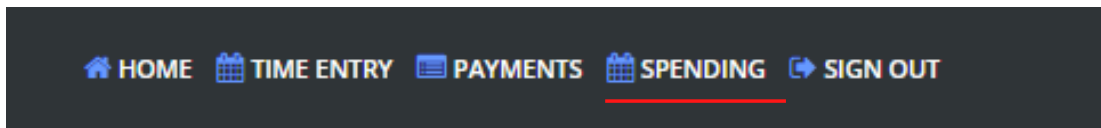
In addition to being Palco's time entry system, the Connect Portal also provides valuable reports for supporting the journey of self-directed services and supports. Two of those features are Spending Summaries and Payment Details. Both of these reports can be accessed by logging in to the Connect Portal: <https://connect.palcofirst.com/>.

Spending Summaries provides quick information to help you easily track your utilization.

Payment Detail provides both the employer and employees with access to pay stub information and history.

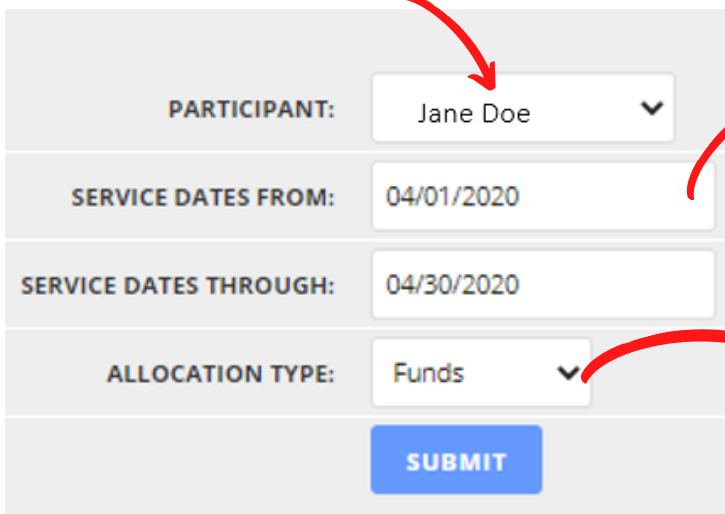
Spending

Spending details are available only to the Employer. To access, login to Connect and select "Spending" from the tool bar in the top right of the screen.



Once on the spending screen, you can enter the details for the date span you would like see.

If you are an employer for multiple participants, choose the participant you want to see utilization for.

A light grey form with four input fields and a submit button. The fields are: 'PARTICIPANT:' with a dropdown menu showing 'Jane Doe'; 'SERVICE DATES FROM:' with a date input '04/01/2020'; 'SERVICE DATES THROUGH:' with a date input '04/30/2020'; and 'ALLOCATION TYPE:' with a dropdown menu showing 'Funds'. A blue 'SUBMIT' button is at the bottom. Three red arrows point from the explanatory text to the Participant, Service Dates, and Allocation Type fields.

Enter the start and end date for the span you would like to see, you can focus on one specific month or pull your entire certification period if you want to see more info.

*Under "Allocation Type" **Funds** should be selected which will display dollar amounts*

*Once you have set up all of your search criteria, hit **Submit**.*

Spending- continued

Once you click Submit, the details will display.

SERVICE DATES FROM: 02/01/2020
 SERVICE DATES THROUGH: 02/29/2020
 ALLOCATION TYPE: Funds

Starting Allocation will display your full monthly budget amount for each category.

PERIOD: 2020-02-01 - 2020-02-29	
UNFD Undesignated Funds	Starting Allocation: 7.37
Date Of Service	Amount:
2020-02-01	-7.37
	Spent: -7.37
	Remaining: 0.00
	Utilized: 100.00%
KSPR KS WORK - Payroll	Starting Allocation: 1373.63
DAILY IADLs / ADLs	Amount:
2020-02-01	-1373.63
NIGHT Night Support	
None Found	
SUPEM Supported Employment	
None Found	
	Spent: -1373.63
	Remaining: 0.00
	Utilized: 100.00%

The bottom bar will display the total amount spent and total amount remaining for the month. You will also see the percentage of the budget that was utilized.

If you spent more than your allocated budget the bar will display red. Example:

	Spent: -7811.13
	Remaining: -206.87
	Utilized: 102.72%

If you want to see multiple months or your entire certification period, enter those dates and multiple months will display. At the bottom of the results you will see a section called **Period Totals**. This section will total up all of the months within your search criteria and give you a overall snap shot of spending.

PERIOD TOTALS: 2020-02-01 - 2020-04-30

UNFD Undesignated Funds	Total Allocation: 12.19
	Total Spent: -7.37
	Total Remaining: 4.82
	Total Utilized: 60.46%
KSPR KS WORK - Payroll	Total Allocation: 5628.81
DAILY IADLs / ADLs	Total Spent: -5612.61
NIGHT Night Support	Total Spent: 0.00
SUPEM Supported Employment	Total Spent: 0.00
	Total Remaining: 16.20
	Total Utilized: 99.71%

Spending- continued

To view Carryover Funds, employers should select the current month to display the Carryover Fund balance. However, if this shows a zero balance and the participant has a budget starting the next month, the employer could change the start date to the next month to see the balance.

Period Spending

PARTICIPANT: Carlos Beltran

SERVICE DATES FROM: 03/10/2023

SERVICE DATES THROUGH: 03/10/2023

SUBMIT

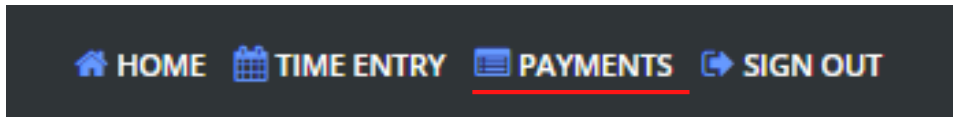
ALLOCATION TYPE: Funds

PERIOD: 2023-01-01 - 2023-12-31	
COF Carry-Over Funds	Starting Allocation: \$3889.76
None Found	Remaining: \$3889.76 Utilized: 0.00%

PERIOD: 2023-03-01 - 2023-03-31

Payments

Payment details are available to both the Employer and the Employees. To access, login to Connect and select "Payments" from the tool bar in the top right of the screen.



Once on the payment screen there are many options and things you can do.

Select the time frame for what stubs you would like to see

If you are an employer with multiple employees, you can select the employee you wish to see.

Choose the black triangle on the left to expand the pay stub you would like to see more details on (shown below).

Payments

History from: Last 90 Days For: Jane Doe

PAYMENT ISSUED	NET TOTAL	PAID TO	Check No:
▶ June 8, 2020	\$1432.96	Jane Doe	8417 view stub
▶ May 22, 2020	\$1432.96	Jane Doe	7602 view stub
▶ May 8, 2020	\$1432.96	Jane Doe	7183 view stub
▶ April 23, 2020	\$1432.96	Jane Doe	6609 view stub
▶ April 8, 2020	\$1432.96	Jane Doe	6178 view stub
▶ March 23, 2020	\$1432.96	Jane Doe	5811 view stub

Within the expanded display more details on the payment can be seen

By clicking on the blue "View Stub" link, a pop up will open with full stub details and ability to print.

The screenshot shows the 'Payments' section of the Palco Connect interface. It features a table of payment records for Jane Doe, with columns for 'PAYMENT ISSUED', 'NET TOTAL', 'PAID TO', and 'Check No.'. A red arrow points to the 'view stub' link for the payment issued on June 8, 2020. To the right, a browser window displays the expanded stub details for Check Number 8417, including earnings, deductions, and a 'Print' button.

PAYMENT ISSUED	NET TOTAL	PAID TO	Check No.
June 8, 2020	\$1432.96	Jane Doe	8417
May 22, 2020	\$1432.96	Jane Doe	7602
May 8, 2020	\$1432.96	Jane Doe	7183
April 23, 2020	\$1432.96	Jane Doe	6609
...

DESCRIPTION	THIS PAYROLL	YEAR TO DATE
EARNINGS		
	\$1600.00	\$19520.00
	\$1600	\$19520.00
DEDUCTIONS		
	-\$167.04	-\$2158.63
NET PAY	\$1432.96	

STUB/WITHHOLDING/PAYMENT INFO				Check No: 8417	
EARNINGS				This Payroll	Year to Date
Service Dates	Hours/Units	Rate	\$1600.00	\$19520.00	
'05/16/20'	80	20.0000	\$1600.00	\$19520.00	
DEDUCTIONS				This Payroll	Year to Date
CO State Income Tax			-\$51.00	-\$651.00	
Federal Income Tax			-\$116.04	-\$1507.63	
			-\$167.04	-\$2158.63	
EFT Direct Deposit			-\$1432.96	-\$17470.18	
NET PAY		Net Pay:	\$1432.96		



Other Questions? Contact Palco!

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