# 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>Colorado Department of Labor & Employment - Healthy Families and Workplace Act Website</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 Email
	Password
	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 CONNECT	
Palco Connect	
Hello, rosie.cotton@arpalco.33mail.com! Your commitment to keeping people safe in their home and community in Thank you.	spires 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.	day, 7 days  • Training Videos  • Palco Privacy and Terms
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 Progr choose your State. You can find valuable resources like payroll schedules, enrollment forms, training information, a help you.	ams and nd more to
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 t of information form.	hange of he change

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

	PALCO	
Paid 1	Time Off	
Worker	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 🗸	
		SUBMIT		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					
PTO HISTORY						
Filter records by:	OService Date	Requested Date	Limit Range:	Last 60 Days 🐱		
Service Date	Hours	Pay Rate	D	ate Requested	Status	
10/05/2022	6.00	18.0000	0	9/28/2022	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 BALAN	ICE: 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 BALAN	ICE: 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	P	TO requests must be within 30 days of PTO Date selected!
Hours Requested:	8.00		
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