

SECTION 3

Selecting a Payroll Agent

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Selecting a Payroll Agent

As a person self-directing your personal assistance supports and services, you hire both personal assistants (PAs) and a payroll agent. It is important that you interview a payroll agent so that you understand what you will do and what the payroll agent will do. It's important to shop around because there may be differences in what payroll agents do and how much they charge for their services.

The Purpose of a Payroll Agent

The main role of the payroll agent is to handle all payroll, tax, benefit, liability and worker compensation issues. Payroll agents also conduct criminal background checks of PAs although you may choose to do the employment and personal reference checks yourself. Though the payroll agent handles some or all of these duties, you still recruit, hire, train and manage your PAs.

To do your part, you'll need to know how many hours of PA services you can receive. Your payroll agent will have a copy of your plan of care and can discuss with you the tasks your PA can and cannot be paid to do. Having a payroll agent means that you do not have to worry about writing payroll checks and paying taxes or handling any financial responsibilities.

Rights and Responsibilities of Payroll Agents

Payroll Agents have the Right to:

- Receive all necessary paperwork and information from you regarding your services
- Request and receive all timesheets and appropriate documentation of hours worked by your PAs in order to provide payment

Payroll Agents' Responsibilities include:

- Treat you with respect
- Work with you on meeting your scheduling needs
- Handle all payroll, benefits and tax issues

Remember, self-directing your PA supports and services requires that you hire a payroll agent, however you have the right to take on the responsibilities for selecting, training and managing your PAs. For more information about the law, look in Appendix A for H.B. 2012 and K.S.A. 39-7,100.

Timesheets & Other Forms

Your payroll agent will have timesheets and other forms for you to use. You will need to turn these forms in to the payroll agent in order for your PAs to be paid on time.



Ask About the Administrative Costs

Payroll agents charge for their services. The fee varies so you may want to talk to several payroll agents before you select one. You will want to ask about their fees so you can make an informed decision.

Sample Questions to Ask a Payroll Agent

Some questions you might ask are:

- How much do you pay PAs?
- Is there a range of pay for PAs?
- What is your administration fee to provide payroll checks and background checks?
- Do you provide other services besides payroll and background checks?
- Is there a fee for these services?
- Do you teach me how to fill out your paperwork?
- Will you assist me in filling out paperwork?

- Do you have a PA job application I have to use?
- Do you advertise as a payroll agent or pay for advertising for each individual? As my payroll agent, do you advertise for PAs or pay me back for advertising costs?
- How many PAs can I employ?
- Can I employ a back-up PA?
- What happens if my PA quits and I need assistance locating another PA?
- How do I communicate with you?
- How do you communicate with the PAs I employ?
- How do you let me know about changes?

Locating a Payroll Agent

Contact your local community developmental disability organization (CDDO) for a list of payroll agents that work with them. You can also choose to use payroll agents that work with CDDOs in other parts of the state. You can find a list of Kansas CDDOs on the Internet at <http://www.srskansas.org/hcp/css/CDDO.htm>.

What You Need to Report



Remember to communicate with your payroll agent when you have a PA quit or leave or in the event that a PA is injured while completing job duties.

It's your responsibility to report turnover by calling your payroll agent.

- Call your payroll agent if one of your PAs quits or gives you notice that they are quitting.
- Call your payroll agent if you have fired a PA or given notice to terminate employment.
- Call your payroll agent if a PA is injured while completing job duties.

Section 3 Checklist

Section 3 – Selecting a Payroll Agent Checklist	
Check here	
	I understand that a payroll agent handles everything that involves payroll for my PA.
	I know I need to use timesheets and other forms I will get from my payroll agent.
	I understand that payroll agents charge for their services and that I can ask about their fees.
	I read the list of sample questions.
	I understand how to locate a payroll agent.
	I understand that I need to call my payroll agent when certain things happen.
	I have enough information to select a payroll agent.

