

Information Memorandum Transmittal Aging and People with Disabilities



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Authorized signature

Number: APD-IM-21-089

Issue date: 9/7/2021

Topic: Long Term Care

Due date:

Subject: Pay Processing Update for the CEP System

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Effective September 9, 2021, the CEP system, which is utilized for homecare worker (HCW) payments, will have daily pay processing dates after the scheduled pay processing date occurs. This includes all pay processing dates that are already in the past. The pay processing dates are referenced on the [HCW Payroll calendar](#).

For example:

For pay period 08/15/21 through 8/28/21, the pay processing date is 9/14/21. The CEP system will continue to have daily pay processing for this pay period after 9/14/21. This means that after 9/14/21, any time entry that is submitted to HPAY/OPAY in the CEP system will issue the payment on the following business day without requesting a forced payment or having the HCW wait until the next pay processing date.

Using the example above, the CEP system will not process the payment prior to 9/14/21.

If you have any questions about this information, contact:

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