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We can be **independent** when we do it **together**.

Welcome to the ACES\$ Advantage!™

ACES\$ Financial Management Services will be the new payroll provider for the Magellan Complete Care of Virginia (MCC of VA) Commonwealth Coordinated Care Plus Program. Your **Schedule A** Employees will receive their first paycheck from ACES\$ on **Friday, January 4, 2019**.

To make things easier for all, we are combining payroll calendars. This means we will no longer have Schedule A and Schedule B payrolls. Everyone will be on the same payroll calendar effective January 3, 2019.

How does this affect you?

This means that your first payroll period with ACES\$ begins December 13th through December 26th with paychecks issued on January 4th.

IMPORTANT: You will then have a single-week payroll period where you complete and submit a timesheet for only one week of work. That pay period will begin on December 27th and will last only one week ending on January 2nd. Paychecks for that pay period will be issued on January 11th.

After that, you will resume a regular two-week pay period schedule.

At a Glance: Transition Payroll Schedule for Schedule A Members

	Pay Period Start	Pay Period End	Timesheet Due	Paycheck Issued
Regular two week pay period	12/13/2018	12/26/2018	12/27/2018	1/4/2019
*Single Week Pay Period	12/27/2018	1/2/2019	1/3/2019	1/11/2019 *
Start of new regular two week Pay period	1/3/2019	1/16/2019	1/17/2019	1/25/2019

ACES\$ has begun to transition records and other program data from your current provider. During this time, we appreciate your patience and assistance. In this package, please find forms to assist us with this process and to authorize us as your new provider. **It is important that we receive this information back by December 7th.**

Included in this packet please find:

- Employer Packet with Checklist and Instructions
- Employee Packet(s) with Checklist and Instructions
- Member Care Quick Fact Brochure and Payroll Schedule
- Return Envelope for all completed Employer and Employee paperwork.

We have included two Employee Packets for your workers. If you need additional packets, please feel free to make copies or contact us.

Please fill out the Employer packet and have your attendants each fill out an Employee packet. Then mail back your completed packet and all completed Employee packets back to ACES\$ in the prepaid return envelope we included for your convenience by **December 7th.**

Please be aware that we must conduct a bank enforced pre-note test on all direct deposit accounts. This means that for Employees receiving direct deposit, their **first check will be a paper check.**

If you have any questions, please do not hesitate to call or email us. We are here to assist you in the completion of these packets and answer any questions you may have about the process.

Member Care Hotline: 1 (833) 955-4545

EMAIL: SupportVA@mycil.org

To view a sample of a completed packet please visit www.mycil.org
We hope to make this transition process as seamless as possible. Thank you
for your attention to these matters.

We are sincerely excited to be your new payroll services provider and look
forward to working with you!

Regards,



Tim Moran
Chief Executive Officer
ACES\$ Financial Management Services