



aces\$

FINANCIAL
MANAGEMENT
SERVICES

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 MCC of VA Commonwealth Coordinated Care Plus Program effective for your **December 20th – January 2nd timesheets**. Your **Schedule B** Employees will receive their first paycheck from ACES\$ on **Friday, January 11th, 2019**.

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

How does this affect you?

Schedule B will simply be the payroll schedule everyone will use. Anyone already on Schedule B will keep the same payroll schedule. Schedule B will be called the Payroll Schedule and will include everyone!

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 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