



Guide to Employees Forms for the Employer

- 1. Morning Sun of Ohio Payroll Schedule** –This form details the start and end dates of each pay period. The date timesheets are due to the Morning Sun of OH payroll department and the date employees can expect to receive their pay checks. The bottom of the Payroll Schedule also has the different ways a timesheet may be submitted.
- 2. Wage Information Sheet**– This form is a guide to be used by the employer to determine the hourly wage to pay the employees hired to work with the Participant. The MyCare Waiver allows you to pay a set hourly rate to your employees as explained on the Wage Information sheet.
- 3. Timesheet Instructions** – This document details how an employees’ timesheet must be filled out in order to be approved for payment. Timesheets received in the payroll department that are not complete per instructions will be returned to you.
- 4. Blank Timesheets** – There are two timesheets per month. One has the pay dates of the 1st thru the 15th and the second has the dates of the 16th thru the last day of the month. It is important that the correct timesheet is used by the employee, as the dates on the timesheet are the dates used to bill your employees’ services. You may make copies of these timesheets or access them on the Morning Sun website at www.morningsunfs.com.

Timesheets and instructions will not be made available to you until you have been approved to begin services by your Case Manager and Morning Sun.