

March 1, 2018

We can see the end of winter approaching and the beginning of spring. Like the changing of the seasons, other things change. I am writing today to tell you of the changes in the processing of your EOR timesheets, mileage and Independent Respite invoices.

In the past MORC accounting has always given us a 60-day grace period. This has been eliminated. What this means to you is:

1. EOR timesheets **MUST** be received on the date indicated on the Fiscal Year 2018 Pay Schedule that was sent to you in August of 2017. There can be no late timesheets, you cannot hold onto timesheets for the month – you must submit them every two weeks.
2. Your mileage **MUST** be submitted on a timely basis. Once you have billed for the final day of the month your mileage invoice and log must be submitted. We will not be able to bill for past months – MORC will not accept the claims. For March services your March mileage needs to be received with your timesheets on April 16, 2018. After this date we will not process March sheets. Payment for mileage can take up to 30 days as we must bill MORC and receive the funds prior to payment being made.
3. Respite Independent Contractor invoices **MUST** be submitted no later than 5 calendar days after the end of the month. This means that March services must be submitted no later than April 5, 2018. We encourage you to submit your invoices during the month and not wait until the end of the month. We will not accept any invoices that contain prior month's services. We still have 30 days to pay this invoice as we need to bill and receive the funds from MORC prior to payment. The pay schedule is **NOT** for these invoices it is for EOR timesheets only.

Please remember any timesheet received after 5 p.m. on the due date will not be processed and will be considered late. If the late sheet contains dates from a prior month they will not be processed only those from the current month will be processed for the next pay date. If your staff's last day of work is prior to the last day of the pay period you can submit their timesheet to us prior to the due date.

If you have not submitted all your February services to us you must do so immediately. Any February service received after March 10, 2018 will never be processed. We cannot process any January or earlier timesheets or invoices. This is a one-time only exception.

Wishing you a wonderful spring and summer.

Sincerely,



Lynn M. Gideon  
Comptroller

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