Morning Star
Financial Services

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FISCAL EMPLOYER AGENT SERVICES

Who We Are

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- Minnesota based financial management service/fiscal employer agent with an office in downtown Columbus
- Serving people with disabilities and the elderly in many ways through many service types
- Self- directed services in Minnesota since 1999
- Morning Star Financial Services since 2006

What is an Financial Management Service?

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- Fiscal Intermediary
- Supports self directed service models and budgets
- Provides back office payroll activity
- Budget Management/Accounting:
  - What's spent
  - What's left in the budget
- Provide ongoing budget information to Participants, Service & Support Administrators, and DODD
- Provides end of month budget reporting

Common Law Employer Model

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- Participant or Representative is the Employer of Record with full control of scheduling and managing their employees for what works best for them and their services.
- They hire/train/fire/manage their own employees
- Participant or Representative
  - Assigns employees within authorized hours
  - Approves time worked for payment
- FMS
  - Collects Time & Attendance Data
  - Issues Pay
  - Withholds and pays all payroll taxes
  - Reports to IRS

Co-Employer Model

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- If selected, Morning Star becomes the Employer of Record
  - Dual employer relationship
  - Employer liability is shared
- Participant is the Managing Employer
- Participant
  - Assign workers within authorized hours
  - Approves time worked for payment
- Morning Star or selected agency
  - Collects Time & Attendance Data
  - Issues Pay (paperless)
  - Withholds and pays all payroll taxes
  - Reports to the taxing authorities

Hiring Employees

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- Once participants have selected employees, we will provide them with a New Hire Packet which includes all the necessary forms needed for an employee to be hired and paid
- Participants will also have paperwork to complete.
- Instructions on how to complete each form are provided in the packet.
- **Morning Star issues the start date.** Employee starts work after all paperwork is received and processed, and we get a Spending Plan.

Payroll

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- All Employees are required to complete timesheets to record time worked. These must be approved and signed by the employer.
- Timesheets must be an accurate reflection of accurate time worked
- Timesheets can be emailed, faxed, or submitted through our website.
- A payroll schedule is provided with the start and end dates for each pay period, and when timesheets are due.

Paychecks

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- Employees are paid on the 15th and at the end of the month.
- Employees have option of direct deposit, pay card or having checks mailed.
  - We encourage employees to use direct deposit or pay card because of potential delays or problems with US mail.

Issues that May Delay Payroll

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- Time sheets that are not completed properly or accurately.
- Time sheets that are missing a signature from either Employer or Employee.
- Time sheets that are received after the due date.
- Time sheets that reflect more than 40 hours in a work week. Work week goes Sunday-Saturday. An employee with multiple employers cannot work more than 40 total hours in a week. **No OT allowed**.

Issues that May Delay Payroll continued

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- If the necessary paperwork for a new Employee or the Employer is missing or incorrect.
- If there is insufficient funding left on the budget allocation.
- The budgeted amount on the Spending Plan does not match up with what is in PAWS.

More about Payroll

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- Time sheets corrected after the due date will be paid on the following payroll.
- **Understanding the difference between Hourly Cost and Gross Hourly Wage (Employee Wage)**

  Hourly Cost is the amount charged to the Plan before employer taxes are taken out

  Gross Hourly Wage is the amount paid to an employee

More about Payroll

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Community Inclusion—Personal Assistance

- Up to $12.31 per hour
  - Hourly wage *paid to employee* can range up to: $10.89
  - Employer-Related Payroll taxes = 13% of Hourly Cost
  - *(does **not** come out of the $10.89/hr)*
  - Remember that employee payroll taxes will come out of the hourly wage.

Monthly Expense Summaries

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- Expense summaries list actual expenses made through the previous month.
- These reports show
  - *how the funds for the year are budgeted,*
  - *how they have actually been spent year to date and what is remaining.*
- Written instructions on how to read the expense summaries are provided with every copy that is sent out.
- Summaries are sent to the Participant, SSA, & DODD

Customer Service Excellence is our Mission

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- Morning Star strives to provide ñtop of classò customer service at all times. We are committed to:
- Addressing concerns and questions fully & completely
- Returning calls and emails within 24 hours
- Assisting with the completion of all necessary forms

Morning Star Contact Information

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