

Self-Hired Staff Toolkit

REQUESTING PAY RAISES

One of the benefits of self-hiring your **respite** and/or **community habilitation** staff member is the ability to set their pay rate. This allows you to provide your staff member with competitive wages that may promote staff retention and compensate for quality work.

WHEN TO CONSIDER GIVING A RAISE

- After a specified probationary period if the employee's performance is meeting/exceeding expectations
- At set periods such as every six or 12 months
- When an employee's performance is exemplary
- When an employee increases their hours of support

Note: This list isn't exhaustive and raises can be requested at any point assuming there is enough funding in your budget.

PAY RATE LIMITS

- Current HCS max pay rate for respite: **\$20/hour**
- Current HCS max pay rate for community habilitation: **\$31/hour**

BUDGET CONSIDERATIONS:

- Pay raises can only be processed up to the amount currently allocated in the budget.
 - For example: If the budget currently allows for \$17/hour, you will need to request a **budget amendment** from the state to increase the hourly rate before a raise to more than \$17/hour can be processed.
- If the staff member works group billing (with two or more people at the same time) then the pay rate and the raise effective date must be the same for all of the people they work with.

PAY RATE CHANGE EFFECTIVE DATES

- Pay raises **take effect at the start of the pay period** after the fiscal intermediary (FI) submits the request. Be sure to check the **payroll schedule on page 4 for further details.**

BEST PRACTICES FOR REQUESTING A PAY RAISE

1. Put all requests for pay rate changes in writing. **You can submit the request via email.** This helps ensure there is a paper trail in case of any discrepancies or errors.
2. Once the pay raise is requested, the FI should **confirm the effective date with you.** If they do not, you should follow up with the FI to confirm the effective date of the rate change.
3. Once effective, **verify the correct pay rates** in your eVero portal on the attendance roster screen (see example on next page). Reach out to your FI if the rate is incorrect.

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Attendance Roster [Review] [Cancel]

Attendance

Program: SDS-Self-Hired Community Habilitation From Date: 03/26/2025 To Date: 04/02/2025 Filter: All [Refresh]

Attendance Indirect Hours

No.	Date	Staff Name	Start	Stop	Emp Start	Emp Stop	Duration	Actual Duration	Units	Service Count	Staff Rate	Payment Status	Approve	Individual Review
1	03/26/2025	[REDACTED]	02:19:54 PM	05:49:56 PM	02:19:PM	05:50:PM	03:30:00	03:30:02	14	1/4	\$27.00	[Clock]	[Checkmark]	[Checkmark] [FF]

VERIFYING THE PAY RAISE

Once the pay raise has been processed, ensure the staff member reviews their paystub to confirm the raise has been applied. Staff members can check their paystubs by:

- Logging into the ADP My Work App or
- Visiting the website: <https://workforcenow.adp.com>

By following these steps, you'll ensure that pay raises are accurately processed and that all parties are on the same page.

2025 PAY SCHEDULE

Week	Payroll Starts Sunday	Payroll Ends Saturday	Payroll Closes Monday	Payroll Paid Out Friday
	12/15/2024	12/28/2024	12/30/2024	1/3/2025
1	12/29/2024	1/11/2025	1/13/2025	1/17/2025
2	1/12/2025	1/25/2025	1/27/2025	1/31/2025
3	1/26/2025	2/8/2025	2/10/2025	2/14/2025
4	2/9/2025	2/22/2025	2/24/2025	2/28/2025
5	2/23/2025	3/8/2025	3/10/2025	3/14/2025
6	3/9/2025	3/22/2025	3/24/2025	3/28/2025
7	3/23/2025	4/5/2025	4/7/2025	4/11/2025
8	4/6/2025	4/19/2025	4/21/2025	4/25/2025
9	4/20/2025	5/3/2025	5/5/2025	5/9/2025
10	5/4/2025	5/17/2025	5/19/2025	5/23/2025
11	5/18/2025	5/31/2025	6/2/2025	6/6/2025
12	6/1/2025	6/14/2025	6/16/2025	6/20/2025
13	6/15/2025	6/28/2025	6/30/2025	7/4/2025
14	6/29/2025	7/12/2025	7/14/2025	7/18/2025
15	7/13/2025	7/26/2025	7/28/2025	8/1/2025
16	7/27/2025	8/9/2025	8/11/2025	8/15/2025
17	8/10/2025	8/23/2025	8/25/2025	8/29/2025
18	8/24/2025	9/6/2025	9/8/2025	9/12/2025
19	9/7/2025	9/20/2025	9/22/2025	9/26/2025
20	9/21/2025	10/4/2025	10/6/2025	10/10/2025
21	10/5/2025	10/18/2025	10/20/2025	10/24/2025
22	10/19/2025	11/1/2025	11/3/2025	11/7/2025
23	11/2/2025	11/15/2025	11/17/2025	11/21/2025
24	10/16/2025	11/29/2025	12/1/2025	12/5/2025
25	11/30/2025	12/13/2025	12/15/2025	12/19/2025
26	12/14/2025	12/27/2026	12/29/2026	1/2/2026
	12/28/2025	1/10/2026	1/12/2026	1/16/2026