

**Individual
Provider**



The way you get paid is changing!

When is the change coming?

Next year (early 2016) you will be using a new payment system called Individual ProviderOne

What are new payment deadlines? *

- You must submit your timesheet **the day after** the pay period ends
- Timesheets received after deadline will be paid in the next pay period more than 14 days later(see example below)

How can I be paid on time?

- Submit your timesheet on-line using a computer (yours or borrowed) OR
- Use a mobile app (yours or borrowed) OR
- Fax your timesheet

Where can I find a fax machine?

- Grocery store/convenience store
- Tribal center
- Library

***Mailing a paper timesheet may delay payment! If you cannot submit your timesheet online, locate a nearby fax machine now.**

Questions? Email: IPCommunication@HCA.wa.gov. You will receive updates attached to your SSPS invoice. **SSPS cannot answer** any questions about the new payment system.

Pay Period Example

New Individual ProviderOne in 2016	
You report hours for January 1 st -15 th by submitting your timesheet	January 16 th *deadline
Individual ProviderOne mails paycheck or sends it to direct deposit or debit card for January 1 st -15 th hours.	February 1 st (or next business day)
You report hours for January 16 th -31 st by submitting your timesheet	February 1 st *deadline
Individual ProviderOne mails paycheck or sends it to direct deposit or debit card for January 16 th -31 st hours.	February 16 th (or next business day)