



Back To Work

INVOICE TRAINING



An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Florida relay #711



OBJECTIVES

- To explain the process for payment reimbursement, and the cost reimbursement contract.
- To give Employers the necessary tools, which will enable them to complete the invoicing process accurately so that reimbursements are paid on time.



NOTES

- **The reimbursement package includes:**
 - **Employer Fee Letter**
 - ⊙ An Employer Fee is the amount, which will be deducted from the amount requested.
 - **Invoicing Procedure Memo**
 - **Invoice Template**
 - **Wage and Fringe Detail Worksheet**
 - **Employers' Budget (copy)**



COMPLETING THE WAGE AND DETAIL WORKSHEET

- The aim of this worksheet is to detail Wages and Fringes of all employees to be reimbursed under this program.
 - **Column A** – Enter the Name of the employee.
 - **Column B** – Enter Pay Dates.
 - ⦿ Refer to each Payroll Date.



COMPLETING THE WAGE AND DETAIL WORKSHEET

- **Column C** – Enter the Check Number for each employee.
- **Column D** – Enter the corresponding Wage of each employee.
- **Column E** – Enter the employer contribution of Health Insurance Premium paid for the employee.

COMPLETING THE WAGE AND DETAIL WORKSHEET

- **Column F** – Enter the FICA amount as it appears on the paystub.
 - FICA - Social Security and Medicare
- **Column G** – Enter Unemployment Tax.
- **Column H** – Enter Workers' Compensation.
- **Column I** – Total the Benefits.
 - Columns **E, F, G,** and **H**

WAGE/SALARY AND FRINGE DETAIL

	A	B	C	D	E	F	G	H	I
No	Names	Pay Dates	Check #	Salary	Health Insurance Premium	FICA	Unemployment Tax	Workers Comp	Total Benefits
					Employer Contribution	Employer Contribution			
1									
2									
3									
4									
5									
6									
7									
8									
9									
	Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Please include any other benefits covered in your contract that are not included in this table.



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REQUIRED SUPPORTING DOCUMENTATION

- **Wages**

- **Payment via Check**

- ⊙ Cancelled Check (back/front copy) and Pay Stub
- ⊙ Or Payroll Register (copy) and Bank Statement (copy)

- **Payment via Bank Deposit**

- ⊙ Payroll Register (copy)
- ⊙ And Electronic Payment Total (copy)
- ⊙ Or Bank Statement (copy)



REQUIRED SUPPORTING DOCUMENTATION

- **Fringes**

- **Health Insurance Premium**

- ⊙ **Bill with Employee's Name Highlighted (copy)**
- ⊙ **And Cancelled Check (front/back copy)**
- ⊙ **Or Electronic Payment (copy)**
- ⊙ **Or Bank Statement (copy)**



REQUIRED SUPPORTING DOCUMENTATION

- **FICA**

- Add Social Security and Medicare Amounts that Appear on Paystub.
- Submit Proof of Payment.
 - ⊙ Bank Statement (copy)
 - ⊙ Electronic Submission - Electronic Federal Tax Payment System (EFTPS)



REQUIRED SUPPORTING DOCUMENTATION

⊙ If You Outsource Payroll

- Tax Payment (copy)
- And Bank Statement (copy)
- And Payroll Register

● Unemployment Tax

- ⊙ UCT-6 for Current Period
- ⊙ And Proof of Payment
 - ⊙ Cancelled Check (front/back copy)
 - ⊙ Or Bank Statement (copy)

REQUIRED SUPPORTING DOCUMENTATION

- **Workers' Compensation**
 - Insurance Carrier Invoice (copy)
 - And Proof of Payment
 - Cancelled Check (front/back copy)
 - Or Bank Statement (copy)

INVOICE TEMPLATE

Sample Employer		CONTRACT No. : 0000000				
Prepared by:		AMOUNT: \$ 15,000.00				
Florida Back To Work Program		Contract Period: 04/1/10 to 9/30/10				
Month		INVOICE #				
	CONTRACT AMOUNT	AMOUNT REQUESTED	AMOUNT APPROVED	PRIOR REIMBURSEMENT	CUMULATIVE COSTS	REMAINING ON CONTRACT
Wages	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Payroll and Benefit	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Total Cost	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
GRAND TOTAL	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00

TOTAL COST	\$0.00
Employer's Contribution (6%)	\$0.00
TOTAL INVOICE REIMBURSEMENT	\$0.00
TOTAL CONTRACT BALANCE REMAINING	\$15,000.00
TOTAL CONTRACT EXPENDITURE	\$0.00

Employer	Date
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WAGE/SALARY AND FRINGE DETAIL

No	Names	Pay Dates	Check #	Salary	Health Insurance Premium	FICA	Unemployment Tax	Workers Comp	Total Benefits
					Employer Contribution	Employer Contribution			
1									
2									
3									
4									
5									
6									
7									
8									
9									
Total				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Please include any other benefits covered in your contract that are not included in this table.



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FBTW Q&A

Q1. Is the employer subject to providing health insurance to the employee?

A1. Only if health insurance is offered to other employees.

Q2. Regarding fee charged by WF1 – is there something in writing indicating the rate?

A2. Page 2 of agreement – last paragraph.



FBTW Q&A CONTINUED...

Q3. Is overtime covered by the FBTW agreement?

A3. The program can reimburse overtime up to the maximum wage rate of \$19.51 per hour (an annualized wage level of \$40,579) but any overtime that exceeds \$19.51 per hour cannot be reimbursed. Employers who are paying for overtime must keep in mind that total wage cost for the life of the program cannot exceed the budgeted amount.



FBTW Q&A CONTINUED...

Q4. What if an employer changes address?

A4. The employer should forward documents such as a new lease to FBTW@wf1broward.com with the new address on it.



FBTW Q&A CONTINUED...

Q5. Can FBTW funds be used to pay for items such as drug tests, fingerprints and background checks?

A5. In circumstances where these items are a requirement of the employer for all new employees, Florida Back To Work may be used. Employers can insert another column on their wage and benefits detail spreadsheet to show the costs for each employee (Supporting documentation is required.)



FBTW Q&A CONTINUED...

Q6. Is the 25% supervision and training cost reimbursable under the FBTW program?

A6. No. The employer's supervision and training is an eligibility requirement to participants in the program. It is not a reimbursable cost. It is on the budget for State information purposes only.



FBTW Q&A CONTINUED...

Q7. Is payroll processing cost reimbursable?

A7. No. Payroll processing cost is only reimbursable if a third party employee leasing company (an employment agency) is used. Employers will not be reimbursed for cost to use a payroll processing company – that would be an overhead cost to the employer and is not reimbursable under the Florida Back To Work program.



FBTW Q&A CONTINUED...

Q8. Are employee job related equipment and supplies eligible for reimbursement?

A8. No. It is the employers' responsibility to provide necessary office equipment.



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THANK YOU



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