



7101 Wisconsin Avenue Suite 1400 Bethesda, MD 20814
Phone 301.654.3903 Fax 301.654.4021

Dear Provider:

The bi-weekly pay cycle has changed to a weekly pay cycle. This means that the check you will receive on Friday, December 13th only reflects services performed for **one** week (please refer to the chart below). If you have questions about the pay cycle changing or tax withholding, please contact ASI at: **800.250.3754**

As you the know ISAS system is now in place. If you have questions about ISAS claims **on or after** 12/2/13, please call the ISAS Help Desk at 855-463-5877.

ASI will NO LONGER accept paper timesheets for work you performed on 12/2/2013 and later. Report your time to ISAS only. Beginning 12/2/2013 service date, ASI can only pay you based on what we receive from ISAS.

IMPORTANT REMINDER!! If you have **late unpaid paper time sheets for January through November 2013**, send them directly to ASI by 12/20/2013. That is the last date in 2013 we will be able to accept and process your late paper timesheets.

Please disregard our earlier pay roll schedules for December 2013 and 2014. The Department has changed your pay schedule. Instead of being paid for working two weeks every other Friday, you will be paid according to the schedule below.

**MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE
ASI - LAH PAYROLL SCHEDULE FOR DECEMBER 2013**

Pay Period Start Sunday	Pay Period End Saturday	Employee Pay Date Friday
11/24/2013	12/1/2013	12/13/2013
12/2/2013	12/8/2013	12/20/2013
12/9/2013	12/21/2013	12/27/2013

**ONLY SEND LATE PAPER TIMESHEETS FROM JAN - NOV 2013 --
TO --**

ASIWORKS, INC.

**ATTENTION: MARYLAND SELF-DIRECTED SERVICES CENTRAL
RECORDS**

7101 WISCONSIN AVE. - SUITE 1400

BETHESDA, MD 20814

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