

# Theracare Assignment Matrix

Version 1 - March 23, 2021

## HR Change Forms

SEND TO: [HRChangeforms@theracare.com](mailto:HRChangeforms@theracare.com)

Retrieve blank forms from [my.adp.com](http://my.adp.com)

Accident Report  
Address Change (with W4)  
Direct Deposit Change  
Employment Verification  
Hours Worked Confirmation  
LOA (Leave of Absence) Request - including disability, PFL, FMLA, maternity, paternity  
Need New W4/W9/19 Form  
New Hire Packet  
PAN (Personnel Action Notice) for Employee Changes such as change to compensation, promotion, suspension, termination, transfer, etc.  
Rate Sheets (Payroll Changes)  
Referral Bonus  
State Tax Form Change  
Teaching Experience Forms  
Unemployment Forms

**Kathie Hance, HR Manager - [KathleenHance@theracare.com](mailto:KathleenHance@theracare.com)**

ESOP (Employee Stock Option Plan)

**Farzana Begum, Senior HR Generalist - [FarzanaBegum@theracare.com](mailto:FarzanaBegum@theracare.com)**

Commuter Benefits  
Flexible Spending Account (FSA)  
Health-related Benefits  
Unemployment Questions

**Vanessa Solis, Senior HR Generalist - [VanessaSolis@theracare.com](mailto:VanessaSolis@theracare.com)**

401K  
COBRA  
Worker's Compensation Questions

## Payroll

**Jodi Bradey, Payroll Manager (as of 4/5/21) - [JodiBradey@theracare.com](mailto:JodiBradey@theracare.com)**

Payroll Questions  
State Sick/COVID Sick Pay Request

**Marty Abbott - [MartyAbbott@theracare.com](mailto:MartyAbbott@theracare.com)**

Missing Sessions  
PTO  
Timesheets

## Work with your Recruiter

Resignation  
Status Changes (FT to PT/FTE to FFS/FFS to IND)  
Validation of a Rate Issue

**IT Support - [TheraCareITSupport@theracare.com](mailto:TheraCareITSupport@theracare.com)**

ADP password resets for mypay and ipay  
Password Resets for emails  
Enter Claims account login  
Equipment Returns  
General IT support and device issues

**CREDENTIALING - [CredentialingUnit@theracare.com](mailto:CredentialingUnit@theracare.com)**

Car Insurance updates  
Name Change  
Sexual Harrassment Training and Forms  
Vaccine Reports

## Billing

CT EI inquiries can be sent to [LindaCostanzo@theracare.com](mailto:LindaCostanzo@theracare.com)  
NJ EI inquiries can be directed to [NJBilling@theracare.com](mailto:NJBilling@theracare.com)  
NY EI inquiries can be directed to [TCBilling@theracare.com](mailto:TCBilling@theracare.com)  
Westchester Preschool inquiries can be directed to [CPSEBilling@theracare.com](mailto:CPSEBilling@theracare.com)

## Self Service

**ADP IPAY - [www.ipay.adp.com](http://www.ipay.adp.com)**

Pay Stub  
W2 or 1099

**CT & NJ PAY DETAIL - <https://tcmypay.theracare.com>**

My Pay

**NYS PAY DETAIL - [www.enterclaims.com](http://www.enterclaims.com)**

Enter Claims