



Wage Reporting Instructions: Updated 6/4/2024

Required On Each Stub

SSA and ADEN require specific information on each paystub. The following items are required. If any of these items are missing, ADEN and SSA will reject the stub.

- Your full name
- Your Social Security Number (SSN) – You **MUST** write your SSN on all stubs. **PLEASE write clearly!**
- Employer's Name
- Pay Period Start Date
- Pay Period End Date
- Pay Date
- Gross Wages (must be able to see FICA taxes are withheld)

Submitting Pay Stubs

Prohibited reporting methods:

- Copies of paystubs, **not photographs or screenshots** are required.
- Sending paystubs by phone text message or by standard email is **strictly prohibited**.
- Please **do not** send stubs by postal mail as the time to receive is insufficient.
- Please **DO NOT** use your MySSA online account to report wages. There are some logistical reasons why this is problematic.

Acceptable reporting methods:

- Please fax your stubs to Your Amazing Journey, LLC at **716-463-2843**, or...
- Upload your stubs to Filemail, a HIPAA-compliant file sharing service, at the following link: <https://youramazingjourney.filemail.com>. Please upload pay stubs as PDF files only. A photograph or screenshot saved as PDF is not acceptable. Please scan to PDF.

Writing your SSN on stubs, and clarity:

- Make sure to **clearly** write your SSN on each pay stub before sending or I will ask you to resend it. Please do not write in the page margins. Write your SSN in the following format, in a blank space near your name and address: SSN: ###-##-####.
- Writing your SSN on your stub clearly by hand is best. However, if you use a PDF editor **PLEASE BE VERY CAREFUL!!!** DO NOT edit any part of the document. This is a financial document and should not be altered. When saving after adding your SSN, check the stub carefully! **Editing and saving a PDF can alter or skew the document.**
- The fax or upload must be readable (not too light and not blurry). If it is unreadable or unprintable I will ask you to resend it because ADEN and SSA will reject it.



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When and to Whom: Your 3 Monthly Responsibilities:

1. **WEEKLY TO YOUR AMAZING JOURNEY, LLC:** Your Amazing Journey, LLC must receive your paystubs by fax or secure upload **on the days you are paid**. Do not send copies of checks or bank statements. Send your stub weekly if you are paid weekly, or every two weeks if you are paid bi-weekly. They are stored securely in ADEN's database, SETWorks. Stubs faxed, or uploaded to Filemail, are deleted soon after they are moved to SETWorks (usually within 30 days or less).

*** SEE THE ATTACHED EXAMPLE PAY STUB. ***

2. **MONTHLY TO SSA:** You **must** send your pay stubs **for each month** to your local SSA office **by the 6th** of the next month. Please **fax** your pay stubs to your local SSA office using the **fax cover sheet provide to you**. List the pay dates on the cover sheet (not pay periods) of each stub you are faxing. If you have a pay stub in the new month that falls **on or before the 6th**, you should also include that stub in your fax. Make sure to keep a copy of your fax and fax receipt.

*** SEE THE ATTACHED EXAMPLE FAX COVER SHEET. ***

3. **MONTHLY TO YOUR AMAZING JOURNEY, LLC:** After you send your monthly fax to SSA, you will **fax or upload a copy of your SSA fax cover sheet and fax receipt** to Your Amazing Journey, LLC. Make sure to keep your fax covers and receipts. Social Security does not send receipts for fax as they assume the fax receipt is enough.

*** SEE THE ATTACHED EXAMPLE FAX COVER SHEET AND RECEIPT. ***

Work Tracking Calendars: First 3 months of job only

- You will complete a work tracking calendar for the first three months of your new job if you are working part-time or this is needed for another reason.
- Each month you'll get a new calendar by email (unless I've sent all calendars for the year to you).
- Print the blank calendar(s)—sent to you separately if this applies to you—and record your work hours each day you work. You will need to print these as they are not electronically fillable.
- See the attached example calendar.
- The tracking calendar must indicate your **pay rate** and **any pay rate changes, the start time and end times of your shift for each day that you work**, and **the type of hours** (Regular, Annual leave, Paid Time Off, Sick leave, Overtime, Bonus, etc.). Indicate as **R, A, PTO, S, OT, B**.
- Indicate the **start and end of pay periods with brackets**.
- **Fax** your calendar or **upload** it to **by the end of each month**.
- Pay periods usually overlap the ends and beginnings of months. Though you may not get a check until the new month, please fill out the current month's calendar completely.

*** SEE THE ATTACHED EXAMPLE. ***



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Weekly and Monthly Reminders

Pay stub reminders will no longer be sent by Outlook calendar events. Beginning sometime in June 2024, we will begin using Constant Contact to send automated email reminders.

Monthly BWIA (Benefits & Work Incentives Advising)

- Around the middle of each month, I will analyze your previous month's activity and prepare a BWIA (Benefits & Work Incentives Advising) report that I will send to you by postal mail. This will show your wages, status and progress of your Social Security claim, information about Medicare and/or Medicaid, use of any work incentives, and any additional instructions and recommendations. It is important to be timely with wage reporting so that I can provide timely BWIA and advocate on your behalf regarding Social Security, Medicare, Medicaid, or other services.

Recordkeeping & Communication

- Please notify Your Amazing Journey, LLC of all communications you receive from Social Security (whether by postal mail or through your MySSA account) before acting on them. I will advocate on your behalf if and as needed to resolve issues with SSA.
- Please keep all records for insurance and public benefit programs. These include SSDI, SSI, Medicare, Medicaid, SNAP, Lifeline, Veterans programs, and government housing programs.
- Please keep copies of all IRS records and bank statements.
- Please keep copies of ALL your pay stubs.

SSA-821-BK

- After you begin working and I have faxed a job placement letter to SSA for you, SSA will send to you an SSA-821-BK Work Activity Report by postal mail. The placement letter triggers this. You will receive the form at some point in the days or months after you start working. **Please contact me for assistance with completing the form before mailing it back to SSA!**

Fraud Warning:

- For SSDI and SSI, Social Security must know and have accurate information about your earned income from your job. For SSI only, Social Security must also know what unearned income you have and about your living situation. Dishonesty with Social Security is Social Security fraud.
- All other income-based benefit programs must know about your earned income, and in some cases unearned income and living situation. These include SSDI, SSI, Medicare, Medicaid, SNAP, Lifeline, Veterans programs, and government housing programs. Again, dishonesty is fraud.
- You must pay your federal and state taxes based on your earned income from your job. Failure to pay owed tax is fraud.
- Your Amazing Journey, LLC reserves the right to close any case where it is evident the participant is involved in such activity as described above.



Your Amazing Journey, LLC

Passion, Purpose, Abundance, Freedom

Social Security Disability to Work Coaching, Counseling & Consulting



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Questions:

- I will review the wage reporting procedures with each Participant at the time of hire for work.
- If you have questions about wage reporting, contact Your Amazing Journey, LLC at (716) 462-6296.

Encl:

Example pay stub

Acceptable writing

Example fax cover sheet

Example Fax receipt

Example calendar

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Your Social Security Number is required on all pay stubs.

Your SSN must be readable.

Below are acceptable and unacceptable examples of how to write your SSN.

ACCEPTABLE

1 2 3 4 5 6 7 8 9 0
2 4 8 0

NOT ACCEPTABLE

1 2 3 4 5 6 7 8 9 0
1 2 4 6 7 8 9

FAX

Date: _____

Number of pages including cover sheet: _____

To: Attn. Work Incentive Liaison
Erie, PA SSA Office

Fax: 1 (833) 950-3177

Phone: (877) 405-2887

Address: HIGHMARK BLDG, STE 500
717 STATE ST
ERIE, PA 16501

Re: Pay stubs

From:

Fax:

Phone:

Address:

Dear Work Incentive Liaison,

Please see my pay stubs, attached, for the following pay dates. My Social Security Number is _____.

Please mail me a receipt for this submission at my address listed above. If you have any questions please contact me at my phone number shown above.

Thank you,

Beneficiary/Recipient Name

EXAMPLE

Feb 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022 EARNED INCOME

NAME: *John Smith*

Apr 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	27	28	8:00 AM 1 - 5:00 PM REG \$12.75/HR	8:00 AM 2 - 5:00 PM REG	8:00 AM 3 - 5:00 PM REG	8:00 AM 4 - 5:00 PM REG	5
2	6	8:00 AM 7 - 5:00 PM REG	8:00 AM 8 - 5:00 PM REG	8:00 AM 9 - 5:00 PM REG	8:00 AM 10 - 5:00 PM REG	8:00 AM 11 - 5:00 PM REG	8:00 AM 12 - 2:00 PM Overtime \$25.50/hr
3	13	8:00 AM 14 - 5:00 PM REG \$12.75/HR	8:00 AM 15 - 5:00 PM REG	8:00 AM 16 - 5:00 PM REG	8:00 AM 17 - 5:00 PM REG	8:00 AM 18 - 5:00 PM REG	19
4	20	8:00 AM 21 - 5:00 PM REG	8:00 AM 22 - 5:00 PM REG	Sick Leave 23 8:00 AM - 5:00 PM	8:00 AM 24 - 5:00 PM REG	8:00 AM 25 - 5:00 PM REG	26
5	27	8:00 AM 28 - 5:00 PM REG	Annual Leave 29 8:00 AM - 5:00 PM	Annual Leave 30 8:00 AM - 5:00 PM	Annual Leave 31 8:00 AM - 5:00 PM	1	2