

FAQs AND ACTION CALENDAR

Operation ABLE and CWI Works Payroll Transition

Question: What papers must I submit to be paid on time? How long do I have ?

MAY 9th DEADLINE: TO BE PAID ON TIME YOU MUST FILL OUT REQUIRED DOCUMENTS CORRECTLY AND SUBMIT THEM BY 5/9/25 TO YOUR SCSEP REGIONAL STAFF.

These documents are required:

- A signed and dated **Payroll Confirmation Form** gives your permission for Operation ABLE to do a secure transfer of your payroll information to CWI Works
- **An I9 that names CWI Works** as your employer with your signature and the employment start date 5/4/25. CWI Works is based in Massachusetts yet we use their headquarters address for the I9: 8403 Colesville Road, Ste. 200 Silver Spring, MD 20910
- **If any ID or work authorization expired since we last enrolled or recertified you, you must bring us updated IDs** that fulfill the I9 and work authorization requirement

Question: Is the decrease of hours to 20/week related to CWI Works new role?

No. They are happening in a similar timeframe, but are not related. CWI Works is a new strategic partner. We're excited to let you know we'll be continuing in our same roles on the SCSEP team!

Question: When is Operation ABLE's last pay period to SCSEP Jobseekers / Participants?

4/27/25 to 5/3/25. This is a 1 week pay period. It will be paid the usual way (direct deposit or paper check, whichever you usually receive) on May 16, 2025. **Since it is a 1 week pay period, you will receive only one week of pay.** Questions or concerns regarding pay will be addressed as usual by contacting your Regional staff.

Question: Who will pay the 2nd week of the pay period that starts on 4/27/25?

There is no second week for that pay period. CWI Works' pay periods are 2 weeks long, but they start 1 week after ABLE's. ABLE's 1-week pay period will end on 5/3/25 and CWI Works' 2-week pay period will start on 5/4/25.



Question: How will I find timesheets and where will I send them? Can I still find the Payroll Schedule there? How will I find out about any changes?

Timesheets and other helpful information including the payroll schedule will continue to be on Operation ABLE's Timesheet Page with any updates as they become available at <https://operationable.net/scsep-participant-timesheet/>. Send in timesheets to the same timesheet email or fax number you use now.

Question: What days will I be paid ?

Operation ABLE paid SCSEP jobseekers on every other Friday while CWI Works pays every other Tuesday. CWI Works' pay periods start on Saturdays and end on Fridays.

The Payroll Transition Schedule shows all the details including when timesheets are due and when the pay date is. Find it on Operation ABLE's [Timesheet](#) page – or use the QR Code and web address above (You probably go to the webpage all the time to get timesheets!) This ACTION CALENDAR also includes pay dates in light purple.

ACTION CALENDAR FOR THE TRANSITION

DATE	ACTION
Friday May 2, 2025 2-Week Pay Date	Pay date for ABLE's 2-week pay period (PP #9)
Wednesday May 7, 2025 at 12PM	Timesheet deadline for ABLE's 1-week pay period (PP #10) Pay period runs from 4/27/25 to 5/3/25
Friday May 9, 2025 At 12PM	Deadline for payroll transition paperwork: Payroll Confirmation Form, I-9 Form & documents) MISSING THIS DEADLINE MAY CAUSE YOUR PAY TO BE DELAYED
Friday May 16, 2025 At 12PM	Timesheet Deadline for CWI Works pay period #11 Pay period runs from 5/4/2025 to 5/16/2025
Friday May 16, 2025 1-Week Pay Date	Pay date for ABLE's 1-week pay period (PP #10) <i>**See the letter for landlords or creditors that may be helpful.**</i>
Friday May 23, 2025 At 12PM	Apply for ABLE Beginnings by this date or before. Participants will be in class and paid for 29 hours / week over the 6 weeks that begin in June
Tuesday May 27, 2025 2-Week Pay Date	Pay date for CWI Work's 2-week pay period (PP #11)
Friday May 30, 2025 At 12PM	Timesheet Deadline for CWI Works pay period #12 Pay period runs from Saturday 5/17/2025 to Friday 5/30/2025
Tuesday, June 10, 2025 2-Week Pay Date	Pay date for CWI Work's 2-week pay period (PP #12)
Friday May 31, 2025 At 12PM	Timesheet Deadline for CWI Works pay period #13 Pay period runs from Saturday 5/31/2025 to Friday 6/13/2025
Tuesday, June 24, 2025 2-Week Pay Date	Pay date for CWI Work's 2-week pay period (PP #13)
Friday June 14, 2025 At 12PM	Timesheet Deadline for CWI Works pay period #14 Pay period runs from Saturday 6/14/2025 to Friday 6/27/2025
Tuesday, July 8, 2025 2-Week Pay Date	Pay date for CWI Work's 2-week pay period (PP #14)

Thank you for close attention to these deadlines !