



## Payroll Submission Cheat Sheet (For All Staff)

### 1) Where to Submit

All payroll documents must be submitted using the following link:

**Submit Here:**

<https://forms.clickup.com/36777235/f/132b8k-1465/0M6EQZ5N3R9I7YE0D0>

Do not email payroll documents unless specifically instructed. Email is not monitored for document submission.

**Claims must not be held or delayed; all hours worked must be submitted accurately and on time in accordance with the payroll cut-off schedule. Failure to do so may result in payment delay or ineligibility.**

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### 2) What to Submit (Required Documents)

#### A) If You Are an Employee

You must submit:

• **Signed Timesheet (Required)**

- Must be signed by the authorized facility signatory
- Facility name must be clearly visible
- Shift details must be clearly shown (start and end time)

Incomplete or unsigned timesheets will delay payment.

• **Missed Break/Additional Hours/Overtime Authorization Form (if claiming).**

- Required for **all overtime (OT) claims**

- Required for **missed breaks**
- Required for **additional time worked beyond scheduled hours**
- We must clearly know the **manager approving** and the **department/unit covering** the additional time
- **Shift swaps do NOT count toward overtime accumulation**

Overtime eligibility is determined by your signed Service Agreement and may vary by assignment.

Please review your contract to understand how OT is calculated (e.g., OT may only apply after 80 hours biweekly).

Submitting this form does not guarantee overtime payment. OT claims are subject to:

- Your individual contract and our agreement with the facility/client

Managers signing this form may not have authority to override contractual OT terms with client.

If you are unsure, please refer to your Service Agreement or reach out to the payroll team before submitting your claim.

### **B) If You Are Incorporated / Operating as a Business (Contractor)**

You must submit:

- **Signed Timesheet (Required)**

AND

- **Missed Break/Additional Hours/Overtime Authorization Form (if claiming)**

AND

- **Business Invoice (Required)**

Your invoice must include:

- Full legal business name and address
- Invoice number and invoice date
- Pay period covered (include dates)
- Breakdown of hours and rate (include facility/site if applicable)
- Reimbursable Expense Claim

- If claiming HST/GST: your HST/GST number must be clearly shown

Invoices missing required details will be returned for correction.

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### **3) Reimbursements (Only If Pre-Approved)**

Reimbursements must be pre-approved. Supporting documentation is mandatory.

#### **A) Receipts (Required)**

- Submit itemized receipts for reimbursable expenses (e.g., accommodation, parking, etc.)
- Receipts must match the dates/services worked during the pay period

#### **B) Mileage Claims (Required Documentation)**

You must submit:

- **Mileage Log Form**
- Full address for each trip (FROM and TO)

Distances are verified. Incomplete addresses may delay processing.

#### **C) Taxi Claims (Required Documentation)**

You must submit:

- Taxi receipts
- Taxi Log Form (Required for Newfoundland & Labrador)

Note: In Newfoundland & Labrador, taxi receipts alone are not sufficient. The taxi log form is mandatory.

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### **4) Cut-Off Dates and Pay Schedule (Very Important)**

All payroll documents and attachments must be submitted on or before the cut-off date for that pay period.

Please refer to the Pay Schedule:

[Insert link or attach pay schedule]

Late submissions may be moved to the next pay period.

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## **5) Important Reimbursement Rules (To Avoid Delays)**

We only reimburse expenses that have already been incurred.

We do not reimburse future expenses, including:

- Flights not yet taken
- Accommodation for future dates
- Full car rental cost if the rental period has not ended

## **Installment Reimbursements**

If approved, rentals and accommodation may be reimbursed in installments based on the portion of dates already completed within the current pay period.

This ensures reimbursement corresponds only to time already worked.

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## **6) Final Checklist Before Submitting**

Before you click submit, confirm:

- ✓ Correct pay period dates
- ✓ Timesheet is complete and readable
- ✓ Timesheet is signed (all pages, if applicable)
- ✓ If incorporated: invoice included and HST/GST number shown (if claiming)
- ✓ Receipts attached for approved expenses
- ✓ Mileage log includes full addresses
- ✓ NL taxi claims include taxi log form
- ✓ Submitted before the cut-off date

Documents can be found on our agency resources page:

<https://911nursesgta.com/agency-resources>

Questions or Concerns can be directed to [payrollhelp@911nursesgta.com](mailto:payrollhelp@911nursesgta.com)