

HERITAGE NURSING AGENCY

704 Tuolumne Street
Vallejo, CA 94590
Phone: (707) 553-7730

Timesheets and Payroll

TIMESHEETS MUST BE RECEIVED NO LATER THAN 11:59PM EVERY MONDAY.

Timesheets can be scanned and emailed or dropped off at the office. Any **LATE** timesheets will result in a delay of pay for the pay period in question. It is the responsibility of the employee to make sure the timesheet is filled out correctly, including **lunch breaks** (start time and end time), **overtime** and **signed by the charge nurse**. The employee will not receive a paycheck until a completed and signed timesheet is received. If it is not documented, then it was not worked. Falsifying timesheets or records is a form of forgery and is grounds for termination. For verification if received or for any questions regarding your timesheet, you may contact Sean Aguas at the timesheet department at **707-333-1408**

Overtime

If there's any overtime, a Time Adjustment Request Form (T.A.R.F.) is required to be filled out and signed by your charge nurse/supervisor. Charting is part of your 8hour shift.

Print Name

Signature

Date