



## **PAYROLL POLICY & PROCEDURES**

### **Payroll Schedule**

Payroll processing days are currently Monday, Wednesday and Friday.

**Direct Deposits** take **2 Business Days** from the date payroll is **Submitted** for processing to fund your bank account.

**Paycards** are funded the same day payroll is submitted for processing.

\*\*\* If you miss uploading your timesheet by the deadline, your payroll will **Not** be submitted for processing until the next Regularly Scheduled Payroll (Monday, Wednesday and Friday).

Payroll dates are based on the day the shift **Ends**, **Not** the day the shift Begins. So, if an overnight shift ends on a day payroll is being submitted for processing, the shift will **Not** be submitted for processing until the **following** normally scheduled payroll day.

All shifts worked on Monday and Tuesday that end by midnight on Tuesday, will be submitted for payroll processing on Wednesday. Therefore, the timesheets for those shifts must be uploaded to NextCrew by midnight on Tuesday night in order to be submitted for processing on Wednesday.

All shifts worked on Wednesday and Thursday that end by midnight on Thursday, will be submitted for payroll processing on Friday. Therefore, the timesheets for those shifts must be uploaded to NextCrew by midnight on Thursday night in order to be submitted for processing on Friday.

All shifts worked on Friday, Saturday and Sunday that end by midnight on Sunday, will be submitted for payroll processing on Monday. Therefore, the timesheets for those shifts must be uploaded to NextCrew by midnight on Sunday night in order to be submitted for processing on Monday.

Holiday Pay begins with shifts that are scheduled for 7:00 p.m. or later on the night before the actual holiday and ends with shifts that are scheduled to begin at or prior to 7:00 p.m. on the actual holiday.

\*\*\* All contractors are **Required** to take a 30-minute lunch break if you work greater than 6 hours. If there are any extraneous circumstances on your shift that do **Not** allow you to take a break, the nurse manager **MUST** initial the form in the "**No Break**" section. There are absolutely **No Exceptions** to this policy.



## **Payroll Procedures**

You **MUST** Upload a copy of your timesheet to the NextCrew App **Immediately** after you clock out of your shift. There are **No Exceptions** to this policy. Please do **NOT** email or text timesheets as they will **NOT** be accepted.

\*\*\* Please be sure the timesheet is **Legible** to ensure there is no delay in processing your timesheet.

You are **Required** to leave a paper copy of your timesheet at the facility that is signed off by the nurse manager.

Be sure to use the Date the shift **Begins**, **Not** the date it ends on the timesheet.

Document your Actual time of Arrival and Departure even for a Stat Call.

Be sure to mark **AM** and **PM** on the timesheet.

**NOTE:** Both the Instructions on how to **Upload** your timesheet in the NextCrew app as well as a copy of the timesheet are both downloadable on the Relieve Staffing website under the "**STAFF RESOURCES**" section.

Lastly, please send All Payroll related questions to [payroll@relievestaffing.com](mailto:payroll@relievestaffing.com) . Payroll is handled at a corporate level.

By signing this form, I **acknowledge** that I have **read** and **fully understand** the Relieve Staffing Payroll Policy and Procedures as stated above and that uploading the timesheets to the NextCrew app is my **sole responsibility**.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature