



PAYROLL INFORMATION & GUIDELINES

Payroll Schedule

You will be paid on a weekly payroll cycle every Friday. You are paid on the Friday following the week that you worked. Your check is issued and deposited from Accord Human Resources. This is a payroll company that we have contracted with to provide you with accurate and efficient payroll processing. All deposits made and paystubs received will be originated from Accord Human Resources.

Deadline

Please have your timecard signed & submitted no later than 12 noon EST every Monday. This ensures that there will not be a lapse in processing your paycheck.

If there are any mitigating circumstances preventing you from submitting your timesheet by this time, please us immediately at 800.393.1559 and we will make other arrangements for you.

Reporting Your Hours

- Pay period is weekly and starts on Sunday and ends on Saturday.
- Evening Shifts that begin Saturday and end on Sunday are still counted as a Saturday shift.
- Timesheets should be faxed to **800-807-1963**. This is a toll free fax available 24/7
- All hours should be accurately recorded & added for the week
- Please deduct all breaks taken from total time
- Please be sure to note all special hours worked including Holidays, On Call and Call Back
- You must sign your timecard
- You must have your direct supervisor approve and sign your timecard

Confirming receipt of your fax

Due to transmission errors that may occur, we suggest that you follow up with our accounting department to verify receipt of your fax. You may do this by calling 800.393.1559. Your call will only be returned if there was a problem receiving your timesheet.

Please Note: It is your responsibility to follow up if you are relying on a third party (i.e., co-worker, supervisor) to fax your timesheet.

Releasing Pay Checks

No payroll check is released without a signature from a direct supervisor on your timecard.

Remember that you must submit a separate time card for each week worked. Multiple weeks worth of hours cannot be combined into one time card.

Direct Deposit

We encourage all our employees to take advantage of the direct deposit option for payroll checks. It is fast, easy and very secure. We have negotiated with Accord Human Resources to have your direct deposit available immediately for your first check to avoid any delay a paper mailed check would cause.

Overtime

Overtime laws vary from state to state. In general, overtime begins after 40 hours worked per week and is paid at a rate of time and one half (1 ½). Please consult with your recruiter to learn of any variations to this as the state you work in dictates

Call Back pay is paid at a rate of time and one half (1 ½) for hours worked when called in from pager assignment or called in on days off. Please consult with your recruiter to learn of any variations to this as the state you work in dictates

Holidays

Holiday pay is only honored for hours worked on the day of the holiday. For example you have a night shift that begins on a non holiday and ends on the Holiday; Holiday pay begins at 12:01 a.m. This works conversely if you are to begin a night shift on a holiday and end your shift the day after. Holiday pay would only apply until 12:00 a.m.

We observe and will be closed on the following Holidays. Holiday Pay will be remitted for these Holidays only.

- New Years Day
- Easter
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

The following Holidays are not observed by Medical staffers and our offices will remain open. Regular hourly pay will be remitted for these days worked.

- Martin Luther King Day
- Presidents Day
- Columbus Day
- New Years Eve

Fees

- Replacement checks –A \$30 fee will be deducted from your check to reissue and overnight the check.
- FedEx Charges – A \$40 fee will be deducted from your check for any overnight/express shipping.
- Wire transfers – A \$50 fee will be deducted from your check to wire transfer any funds into your account.

Year End Tax Information:

Please Note: Remember to call us before the end of the year to let us know where to forward your tax statement; otherwise they will be forwarded to your permanent address on file. Should you need a reprint of your tax statement, please contact us at 800.393.1559.