



## PAYROLL INFORMATION AND TIME SHEET INSTRUCTIONS

### ***Payroll Information***

#### **Paycheck Receive Options**

FASTAFF offers flexible options for how you receive your paycheck. The pay period is Sunday to Saturday (with the exception of post-strike assignments) and you will receive your first paycheck the next Friday following the week worked. You may choose any combination of the following options:

- Receive a live payroll check, which will be sent to your home address.
- Have all of your paychecks automatically deposited into your checking or savings account.
- Divide your paycheck and have it automatically deposited into several different bank accounts.
- Have a portion of your pay automatically deposited, and receive the rest in a live payroll check.

In addition, you may view your paycheck online via FASTAFF's Nurse Portal. To gain access to this site, please contact our Applicant On Boarding Team at 800-736-8773 (press option 2) to receive a user name and password.

#### **How to Enroll in Direct Deposit**

- If you would like any portion of your paycheck automatically deposited into your bank account, please enroll in Direct Deposit by filling out the enclosed Employee Direct Deposit Form.
- Return this form with a cancelled or voided check to the Payroll Department by mail or fax.
- Please allow three weeks for your Direct Deposit to take effect. Upon enrollment, you can view your weekly statement on or nurse portal at <https://my.nursejob.com>. To gain access to this site, please contact our Applicant On Boarding Team at 800-736-8773 (press option 2) to receive a user name and password.
- All statements and paychecks are sent via regular mail to the mailing address on file unless you request overnight mail. **There is a \$15.00 charge for all US overnight service.**
- **If you have not worked for FASTAFF for six months, your direct deposit will be inactivated.**

### ***Time sheet Instructions & Information***

To ensure proper and prompt receipt of a paycheck and continued medical and housing benefits, you **MUST fax your completed, signed timesheet to Payroll by 10AM Mountain Time every Monday** (regardless of holidays), **fax number: 888-450-2085**. Also fax a copy to your Placement Specialist. Please keep your fax confirmation sheets for verification purposes and retain original time sheets for your files.

The following information is required to be on your timesheet prior to submitting it to Payroll:

- Name and SSN
- **Time In/Out** and **correct dates** clearly annotated
- Address and telephone number if requesting overnight mail service
- Please check the "Provide Own Housing" checkbox on your timesheet if you provide your own housing
- Signatures:
  - One facility supervisor signature for the week worked.
  - FASTAFF's mandatory meal break policy requires you to clock out for a minimum of 30 minutes during each shift. If the facility requires you to work through your break due to patient care and safety, you must obtain **TWO different facility supervisor signatures** on your timesheet.

#### **Guarantee Pay**

- FASTAFF guarantees you will work a minimum number of hours per "work-week" (Sunday through Saturday) while on assignment. If the facility does not schedule you to work the minimum guaranteed hours, FASTAFF will pay the remaining hours as guaranteed pay, as long as your time slip has been properly signed off on.

- To receive pay for guaranteed hours, you must be available seven days per week. If the facility cancels you and you were available all seven days that week, you will be paid at a regular rate. Please write **“available”** on your time slip for all the days you were available and did not work (do not write “off”). Your supervisor needs to sign off on your time sheet for **each day that you were available**.
- There is no guarantee for the first week of work unless the first day of the assignment falls on a Sunday. Most assignments have orientation on Monday.
- Do not volunteer to go home or you will not receive pay for guaranteed hours.
- If you miss work due to illness, you are responsible for asking your supervisor for another shift to make up time lost within that week to reach the hours agreed-upon in your Assignment Agreement Letter (AAL). In addition, if you do not meet required hours worked, housing costs may be deducted from your paycheck. Please contact your Placement Specialist as soon as possible should you miss work due to illness to discuss options.

#### **Other information regarding your time sheet**

- We recommend you write the hours worked at the end of the week on a calendar. This will assist you in verifying what you should be paid and when bonuses are due.
- You cannot “save up” your time sheets to fax in at one time. If this occurs, your faxes may simply be considered duplicates, resulting in incorrect pay and incorrect weekly accounting of any hours. You may also be charged for housing that week if we do not receive a time sheet.
- If you run low on time sheets, please call your Placement Specialist to have more sent to you.
- For changes to your regular mailing address in the system, please contact your Placement Specialist (not Payroll) to make these changes.

**Please contact the FASTAFF Payroll Department or your Placement Specialist  
with any questions at 800-736-8773**

#### **FASTAFF Benefits**

FASTAFF offers a comprehensive list of benefit options:

- **License reimbursements and periodic licensing programs.** Contact your Placement Specialist periodically for current programs.
- **Free CEUs.** All currently working FASTAFF travel nurses qualify for our free CEU program. Call (888) 858-6145 for details about this program.
- **Perks Program.** All currently work FASTAFF travel nurses are eligible to receive discounts on products and services from a variety of companies offered through our Perks Program. Ask your Placement Specialist for more information.

*For more detailed information regarding the following benefits, refer to the Employee Benefit Program document enclosed in this packet, or contact your Placement Specialist.*

- **Healthcare benefits**
- ***FASTAFF offers the best 401(k) program in the industry!***
- **Voluntary cancer indemnity coverage**
- **Life and AD&D insurance** (at no cost to you)
- **Section 529 education savings plan**