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POLICY:

- Helms Home Care, LLC shall distribute pay to full-time, part-time, and PRN staff on a biweekly basis. Pay is distributed via direct deposit and dispersed every other Friday.
 - The pay period begins Sunday at 12:00 am and continues for 14 consecutive days ending on Saturday at 11:59 pm. Pay will then be dispersed on the Friday immediately following the pay period end.
- Those persons who are considered to be staff, and who have successfully completed any and all pre-employment requirements, will receive pay for hours worked.
- Helms Home Care, LLC shall remain in compliance with Federal Wage and Hour Regulations in all facets of the payroll program.

TIME VERIFICATION:

- The Payroll Department will process only those time records which are maintained according to this policy.
- Verification of time must be properly documented and submitted (as defined below) no later than 12:00 pm the Monday immediately following the pay period end.
- Records of hours worked will be maintained by use of a daily time record (visit note) provided to staff members for each shift/visit.
 - An electronic copy of the time record can be faxed or emailed to Helms Home Care, LLC to meet the payroll deadline.
 - Daily time records received after the Monday 12:00 pm deadline will be paid out on the following pay period.
 - Incomplete time records will be returned promptly to the employee/supervisor for correction. If incomplete time records are resubmitted by the Monday 12:00 pm deadline, they will be included in that pay period, else they will be paid out on the following pay period.
 - Staff neglecting to submit time records within 30 days of hours worked will forfeit pay for the shift(s)/hour(s) in which records are not received.