



Timecard Instructions and Payroll Information

Timecard Instructions

All timecards must be mailed, faxed, emailed or brought into our office no later than 5:00 pm every Monday. Timecards must be signed and properly completed to be accepted. If you fax or email your timecards you must send by mail the originals to the office. We need the top two copies of the timecards (white and yellow copies) before we release your paycheck on Friday.

Make sure the following information is on your timecard prior to submitting it:

- Your full name
- Facility name
- Unit/Floor you worked on
- The date of your shift including your start time and end time clearly annotated
- Client approval signatures for all shifts worked (signature must be by a facility supervisor)
 - * Signature Healthcare requires that all employees take a mandatory meal break. This means that our 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 an additional initial of the supervisor noting you did not receive a lunch break.
- Your signature verifying the timecard
- Evaluation box is optional, but we encourage you to have the supervisor fill it out as it helps in determining pay raises at your annual evaluation.

Paycheck Options

We offer a few different options for how you receive your paycheck. Our pay period is Monday to Sunday and you will always receive your paycheck the next Friday following the week you worked. You may choose any of the following options to receive your paycheck:

- Pick it up at the office anytime after 9:00 am Friday morning
- Have your paycheck sent directly to you, which will be mailed to the address you request.
- Have your paycheck automatically deposited into your checking or savings account.

How to Enroll in Direct Deposit

- If you choose to have your check automatically deposited into one of your bank accounts, you must make a request to the office.
- We will need a **SIGNED DEPOSIT SLIP** (make sure the routing number is on the slip to the account you want your paycheck deposited into).
- Direct Deposit generally takes 1-2 weeks to process.
- Upon enrollment, you will continue to receive a weekly pay stub showing all details of your gross and net pay. All pay stubs are mailed to your home address unless requested differently.
- After 3 months of not working for Signature Healthcare, your direct deposit will be automatically inactivated.