



## Payroll and Orientation Agreement

Payroll is processed weekly. A payroll week is Sunday to Saturday.

Timecards must be submitted to payroll no later than each Monday.

Payday is each Monday from the previous week's timecard. (When you first start working it will take two weeks to get paid due to the fact you need to get into weekly rotation; For example, if the first week of work is December 4th - December 11th. The timecard will be then submitted/sent to us by Monday December 12th. Payroll Department will enter and process your timecard for you to be paid by the following Monday which in this case would be December 19th).

Depending on the facility you are contracted with determines how your time is logged. Some facilities use a Kronos system (clocking in/clocking out) while others ask you to write your shifts on a timesheet. Your Orientation with your facility will go into depth on their timekeeping procedures. Please note that during orientation you will not receive your full pay rate, nor is it stipend eligible.

Your paystubs can be accessed on our ATC Human resource website. Other features are available there as well including: Direct deposit adjustments, Federal/State tax information, Benefits, marital status, contact information adjustments, etc. Our Payroll Department will send out first day payroll instructions.

By signing below, you acknowledge that you have received and understand payroll and timekeeping procedures and orientation policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Date