

TIMESLIPS / INVOICE SUBMISSION

To be paid, you must submit accurate, legible, and complete timeslips. Timeslips may be printed from our website fnsrcm.com OR you may request we fax a copy to you. Triplicate timeslips are available for pickup at our office anytime during normal business hours or available at the facilities. **Only 1 (one) shift per timeslip/invoice** may be submitted. Multiple shifts need multiple timeslips. *Any incorrect information on the timeslip/invoice could affect your pay amount, or date of payment.* All timeslips/invoices are void after 30 days and are no longer eligible for payment. Completed timeslips may be emailed to info@fnsrcm.com or faxed to **252-977-1200**. If faxing/emailing your timeslips/invoices for payment, the original copies are required to be at our office no later than 20 days following the date of the shift worked to avoid timeslip submission penalties. Feel free to call our office at 252-977-9494 if you have ANY questions or for scheduling. **Please fill out your timeslips legibly and accurately as follows:**

- **PRINT CLIENTS NAME:** Name of Facility where you are working.
- **PRINT YOUR NAME:** Print your name as it is on your social security card.
- **RN, LPN, CNA, M-AIDE:** Circle the appropriate title. Be sure to also indicate on SS line if you are charge-nurse, treatment nurse or RN coverage.
- **SOCIAL SECURITY NUMBER:** You may fill out only the last 4(*four*) digits. This avoids mistakes if there is someone with the same name as you.
- **DATE:** Date of the worked shift.
- **TIME STARTED:** EXACT time you clocked in.
- **TIME FINISHED:** EXACT time you clocked out.
- **FACILITY APPROVAL:** A facility supervising NURSE must sign here beside each shift. **A Florence agency staffed Nurse CANNOT sign. NEED FULL SIGNATURE, Initials are not accepted for authorization.**
- **NO LUNCH AUTHORIZED:** Facility **DON** or **ADMIN full signature** (not initials) is required. That means you must have TWO facility signatures in case of no lunch.
- **YOUR SIGNATURE:** Your signature, as it is on your Social Security Card.
- Please circle how you would like us to handle payment for each timeslip/invoice beside your name. If you do not write how you prefer to receive payment, the agency will hold your payment(s) at the office until you pick them up or inform us otherwise. Options for payment are:

Deposit: Deliver and Deposit to your bank.

Mail: We will mail your check to the address we have on file for you.

Pickup: You intend to pick up your check or may ****authorize someone to pick up** for you.

Box: Leave in box outside our office for you. *Only available on Fridays*

Email: Email a copy of your check for you to make a mobile deposit (*Check with your bank for availability*)

Deposits:

Deposits are made on Monday, Tuesday, and Friday. Timeslips must be received by 10:00am for same day deposits (*Mondays and Fridays* only). All deposits for SECU or timeslips received after 10:00am on Monday, will be deposited Tuesday. On Fridays, deposits for SECU or timeslips received after 10:00am will be deposited Monday of left in box for pickup if requested on timeslip. Deposits will not be made for timeslips/invoices submitted that are too dark, illegible, include write-overs or errors. All deposits are manually delivered to local banks. Due to the nature of how we pay, the banks will currently not allow us to deposit electronically. Deposits are made as a courtesy and dates/times of deposits cannot be guaranteed. The agency will not accept any responsibility or liability for any bad check charges to your personal accounts in relation to any deposits made to your account, on your behalf. To authorize the agency to deliver your check to the bank for deposit you must complete one of the following:

- Submit a voided check/deposit slip with your name and bank account number printed on them.

OR

- Issue a written statement stating your name, bank account number, type of account, and name of bank. *We will not accept bank account numbers given over the phone.*

Mailing checks:

Any check issued after 2:00PM will likely not go out until the next postal pickup, which is a variable time set by the USPS. The agency is not responsible for any delivery issues due to selecting to have your check mailed. Priority and overnight mail may be requested and will be subject to reimbursement in the amount of said postage, to be deducted from your check. All mailed checks are done so at the availability of office personnel to execute.

Pickup: You may pick up your check in the office on paydays until 4:45PM if timeslips/invoices have been dropped off, faxed, or emailed by 4:00PM and comply with timeslip/invoice submission guidelines. You may pick up checks during normal office hours, 8:00AM-4:45PM, Monday through Friday, except on holidays or adverse weather conditions, on any day after the pay date of the shift worked if you delivered your timeslip/invoice on or before the pay day. If you have not sent in your timeslip/invoice in advance, you may bring it/them to our office, and we will issue your check while you wait if it is a payday (Monday or Friday). We will not accept timeslips for same day payment after 4:00 PM. Make sure your timeslips/invoices have been faxed, emailed, or delivered before 4:00 PM on Mondays and Fridays to be paid on time. We urge you to call our office to confirm receipt of your timeslips. Sending in your timeslips/invoices daily, after each shift is worked, will lower wait times on pay days! Checks will not be issued without original timeslips at time of pickup.

** You may pick up someone else's check if you bring in their original timeslips/invoices AND a signed note from the other party granting you authority to pick up the check on their behalf. The timeslip owner may also call our office to confirm that another party is authorized to pick up on their behalf if they have the original timeslips to turn in at time of pick up.

Checks left in office Box Outside:

**Checks requested to be placed in the box outside our office for pickup are done so at your own risk, and we claim no responsibility for any stolen and/or cashed checks left outside our office.*

On Mondays, we cannot leave any checks in the box outside unless we have the original timeslip/invoice for payment, in advance. Submit timeslips/invoices by 4:00 PM, bring originals in by 4:45 PM for faxed or emailed timeslip/invoices. You may request checks for any other day(s) previously faxed or emailed timeslips/invoices to be left in our box, outside the office, for pickup, but the original timeslip/invoices must be left in the box upon pickup.

On Fridays, any timeslip/invoice which has been faxed or emailed or left at the office by 4:00 PM may be placed in the box for pickup. Be sure to have you original timeslips and leave them in the box! Failure to pick up your check from the box or failure to leave your original timeslips/invoices may result in your box pickup privileges being canceled.

If you have called or written on your timeslip/invoice to have the check in the box and it is not there when you get here, call the on-call person (use our main office number 252-977-9494) and they will contact someone to get your check for you. If you failed to notify someone in the office, in advance, that you wanted the check in the box, that option may be unavailable. The same applies if there is any issue verifying your timeslips or payment information.

TRIPPLICATE TIMESLIPS / INVOICES:

*If you do not have a triplicate timeslip, please make a copy to leave at the facility before leaving. The original white signed timeslip must be turned in to FNS for payment. If your check is deposited, originals must be **mailed** to our office weekly.*

- The **White** copy of the timeslip/invoice is the original and must be returned to the agency for payment.
- The **Pink** copies are always to be left at the facility before you leave.
- The **Yellow** copy is to be kept for your records.

AGENCY PAYMENT ERRORS

Any over/under payment due to a bookkeeping or timeslip/invoice error may be adjusted on any check following the date of the error, without further notice.

REPLACEMENT CHECKS:


We cannot be responsible for any checks sent via USPS that do not get delivered. Although we do not claim any responsibility for any check which is placed in the mail OR in the outside box, we will assist you in tracking down any missing checks and do what we can to help you. Replacement checks cannot be issued for at least 10 business days from the time it was written to verify it has not cleared the bank. There is a \$40.00 stop payment REINBURSMENT for any replacement check issued.

If the original check is cashed after you are sent a replacement check, you will incur an administrative penalty of \$25.00 and may be criminally liable. You have 5 days after notification of this event to reimburse the agency in the amount of said check(s), plus any relevant penalties. Acceptable forms of payment are cash or money order only.

MISTAKES/ERRORS on TIMESLIPS:

We cannot process any illegible, altered, or overwritten timeslips/invoices. If you make a mistake, fill out a new timeslip/invoice or rewrite the shift on a new line, drawing a single solid line through the incorrect line. If you erred on the original line and have marked through it with a single solid line, write in the corrected information on a line above or below that line. Also, please circle the corrected day. -You MUST have a supervisor FULL signature, not initials, next to the corrected line as well as the incorrect one. *That means a corrected slip will have TWO supervising signatures or 3 signatures if no lunch was authorized.*

Sample time slip after error was made filling out, showing corrections:



Rocky Mount, North Carolina
 Telephone: 252-977-9494 Fax: 252-977-1200 Email: info@fnsrc.com

Time Slip / Invoice
 One shift per sheet / Submit by 5:00PM each Monday / Void after 30 days
Must clock in & out at every facility to be paid

<small>PRINT FACILITY FULL NAME</small> Shady Pines Nursing - Orange, FL					Circle for payment type requested: Deposit Mail Pickup Box Email	
<small>PRINT YOUR NAME</small> Rose Neiland					<small>SOCIAL SECURITY #: (last 4 digits)</small> 5432	
Worked as: (circle one)		<input type="checkbox"/> RN	<input type="checkbox"/> LPN	<input checked="" type="checkbox"/> CNA	<input type="checkbox"/> M-AIDE	OTHER: _____
DAY	DATE	Clocked In	Clocked Out	UNIT / FLOOR Misc.	HOURS TO BE PAID & BILLED	FACILITY APPROVAL / TITLE
MON						
TUES	12/13	7:12A	3:15P			Dorothy Zbornak, RN
WED			3:45P	Dorothy Zbornak,	RN	
THURS						
FRI						
SAT						
SUN						
I certify that this form is true and accurate and no injuries were sustained during the assignment.						
<small>YOUR SIGNATURE</small> Rose Neiland					Copies: White-FNS Pink-Facility Yellow-Nurse/CNA	

GENERAL POLICIES AND GUIDELINES

- Payments will not be made on days other than stated pay days (Mondays and Fridays) and no shift can be paid prior to completion.
- All picked up checks must be accompanied by the original white timeslip/invoice as submission for payment. If you request we mail or deposit your check, the original timeslip/invoice must be submitted to our office within 20 days of the issue date of said checks or timeslip/invoice submission penalty will be incurred. If you fax or email timeslips/invoices, you must physically mail or hand-deliver your original, signed white copies to our office before, or at the time of, payment.
- All timeslips/invoices must be submitted by 5:00PM each Monday, following the worked shift. If a timeslip/invoice is received after Monday 5:00PM, that shift will be paid on the next pay date and incur a late submissions penalty.
- Timeslips must be signed by the Nursing Supervisor, DON, Admin, or payroll of the facility where the shift is worked and may not be signed by a Medaide or FNS staffed nurse.
- For cancellations, you MUST call the FNS office @ 252-977-9494. If there is no answer, please call back until you reach someone as phone confirmation is the only acceptable form of cancellation notification. Do NOT call or text cell!
- Failure to notify our agency of any scheduling changes made directly with the facility will be subject to a minimum \$10 penalty and/or late cancel penalty and/or may cause delay or non-payment for any shifts worked without FNS prior authorization.
- You must call the office to verify any emails and/or faxes have been received.
- You must notify FNS of ANY changes to your schedule, to avoid being charged penalties or pay rate deductions. This includes a facility requesting you work or not work, any scheduling changes or any shift or times not already verified by FNS.
- You may be paid on Mondays and Fridays for your 7:00AM-3:00PM shift worked those days but not for later starting shifts. All shifts worked after the AM shift on Monday or Friday will be paid on the next scheduled pay day.
- Payments for shifts worked are paid by the scheduled shift times. They may not be broken up into multiple shifts for payment, ie: a 7a-7p shift will NOT be broken into 2 shifts, to receive early payment for the morning part of the shift on paydays. 7AM-7PM shifts should be written as 1 shift unless part of your shift is broken up by profession type such as CNA performing Med Aide duties for half of the shift (as medical license is required.)
- For same day deposits, all faxes or emails must be received by 10:00AM on that pay day.
- Any timeslips/invoices received after 10:00AM but before 5:00PM will be deposited on the next business/banking day. Timeslips/invoices received after 5:00PM will be issued on the next payday (Monday or Friday).
- All timeslips/invoices must be received, at our office, by 4:00PM on paydays, to be printed on the same day.
- Late timeslip/invoice submissions will incur a late submission penalty and may forfeit any accrued rate increases during that pay period.