

Continuum Payroll FAQs

Q. What is the payroll line phone number?

A. You can call (800) 828-5659 dial 6 and then ext. 137 or (571) 282-0684. This is an automated voicemail to report your hours worked daily. Messages are retrieved daily by the payroll department.

Q. What is the web address to submit my hours online?

A. www.continuum-nursing.com/payroll

Q. When does Continuum's pay period start and end?

A. Our pay period begins on Sunday at 0000 (12:00 AM) and ends Saturday at 2359 (11:59 PM).

Q. How do I report my hours worked?

A. All hours worked should be reported using a 24 hour (military) clock. Additionally you will need to indicate whether or not you accompanied the patient to school. If you did, you will need to indicate the school times. For more info on 24 hour time see the chart below or refer to: http://www.onlineconversion.com/date_12-24_hour.htm

24-hour time																							
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
a.m.												p.m.											
12-hour time																							
12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11

Q. Who can I contact in the payroll department?

A. You can contact Kayla or Mary in the payroll department at (703) 506-0123 or via email.

Kayla – ext. 204 or krpavi@continuumgroup.net
Mary – ext. 128 or medwards@continuum-nursing.com
Nayra – ext. 133 or nbutron@continuum-nursing.com

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Q. What is the deadline to report my time?

A. All hours worked must be reported as soon as possible after your shift. Any submission not received by the time weekly payroll is processed will NOT be paid. If you report your time after processing has occurred, you will be paid in the next payroll cycle.

Q. What if my shift runs longer than scheduled?

A. The staffing coordinators provide each nurse a schedule. You are to work the hours scheduled. If you must extend your time worked due to circumstances beyond your control, you **must** contact the office immediately or on-call coordinator if after hours.

Q. What is my orientation rate?

A. The LPN orientation rate is \$11 per hour. The RN orientation rate is \$15 per hour. The HHA orientation rate is \$7.25 per hour.

Q. What is my rate for attending the mandatory skills fair?

A. The LPN rate is \$11 per hour. The RN rate is \$15 per hour. The HHA rate is \$7.25 per hour.

Q. Do I receive extra pay if I work on a holiday?

A. Yes. Holidays, if worked, are paid at time and a third. Our holidays are New Year's Day, 4th of July, Memorial Day, Labor Day, Thanksgiving, or Christmas.

Q. Do I receive PTO (paid time off)?

A. PTO is accrued. You will earn 48 minutes of PTO each week you work 30 hours or more.

Q. Does Continuum offer direct deposit?

A. Yes.

Q. If I don't have direct deposit, when will I receive my pay check?

A. Continuum mails out paychecks no later than Friday of every week. We will not be responsible for any lost or stolen mail. In addition, please allow 7-10 business days to receive your check in the mail before contacting the office.

Q. What happens if I never receive my check in the mail?

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A. If your check was sent out in the mail and you did not receive it, we can issue you another check with a stop payment fee of \$30.00. Again, Continuum is **not** responsible for any lost or stolen mail. Direct deposit is available.

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