

# Continuum Payroll FAQs

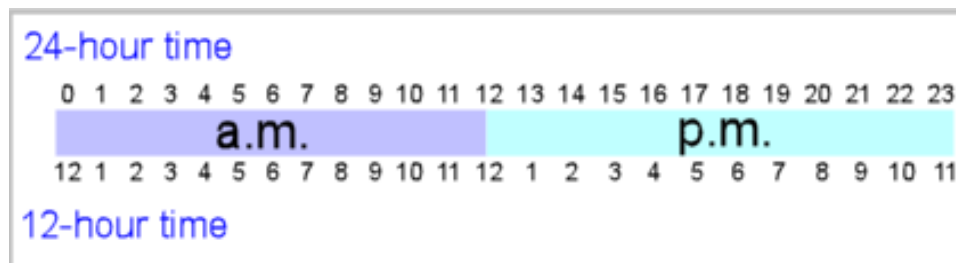
Q. When does Continuum's pay period start and end?

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?

A1. You can call the payroll department to report your time, OR you can submit your time online through our staff portal after your shift is completed or after your last shift of the week worked.

A2. 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](http://www.onlineconversion.com/date_12-24_hour.htm)



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

A. [www.continuum-nursing.com/payroll](http://www.continuum-nursing.com/payroll)

Q. What is the payroll department phone number?

A. (703) 506-0123 ext. 204 – Kayla ext. 128 – Mary ext. 133 - Fatima

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.

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This FAQ can be updated with or without notice. In the event of discrepancies, the most recent FAQ will be utilized

Q. What is my orientation rate?

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

Q. When do I receive my orientation pay?

A. If you work out of the McLean, Virginia Beach or South Carolina office, orientation pay will be added to your paycheck upon receipt of your orientation checklist in the mail or via fax/e-mail. If you work out of one of our other offices, you will be paid in the appropriate pay cycle after reporting your time.

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, 4<sup>th</sup> 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. Do I have to miss work to use my PTO hours?

A. No. As long as you have hours accrued, you can request a check for PTO anytime.

Q. Does Continuum offer direct deposit?

A. Yes. We will need the following information in writing or sent via fax/e-mail:

- Routing Number
- Account Number
- Checking or Savings
- Name of Bank

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?

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.

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