



Brighter Days Nursing Agency Payroll Schedule 2023

PAY DATE	Work Week 1		Work Week 2	
01/06/23	12/19/22	-	12/25/22	12/26/22 - 01/01/23
01/20/23	01/02/23	-	01/08/23	01/09/23 - 01/15/23
02/03/23	01/16/23	-	01/22/23	01/23/23 - 01/29/23
02/17/23	01/30/23	-	02/05/23	02/06/23 - 02/12/23
03/03/23	02/13/23	-	02/19/23	02/20/23 - 02/26/23
03/17/23	02/27/23	-	03/05/23	03/06/23 - 03/12/23
03/31/23	03/13/23	-	03/19/23	03/20/23 - 03/26/23
04/14/23	03/27/23	-	04/02/23	04/03/23 - 04/09/23
04/28/23	04/10/23	-	04/16/23	04/17/23 - 04/23/23
05/12/23	04/24/23	-	04/30/23	05/01/23 - 05/07/23
05/26/23	05/08/23	-	05/14/23	05/15/23 - 05/21/23
06/09/23	05/22/23	-	05/28/23	05/29/23 - 06/04/23
06/23/23	06/05/23	-	06/11/23	06/12/23 - 06/18/23
07/07/23	06/19/23	-	06/25/23	06/26/23 - 07/02/23

PAY DATE	Work Week 1		Work Week 2	
07/21/23	07/03/23	-	07/09/23	07/10/23 - 07/16/23
08/04/23	07/17/23	-	07/23/23	07/24/23 - 07/30/23
08/18/23	07/31/23	-	08/06/23	08/07/23 - 08/13/23
09/01/23	08/14/23	-	08/20/23	08/21/23 - 08/27/23
09/15/23	08/28/23	-	09/03/23	09/04/23 - 09/10/23
09/29/23	09/11/23	-	09/17/23	09/18/23 - 09/24/23
10/13/23	09/25/23	-	10/01/23	10/02/23 - 10/08/23
10/27/23	10/09/23	-	10/15/23	10/16/23 - 10/22/23
11/10/23	10/23/23	-	10/29/23	10/30/23 - 11/05/23
11/24/23	11/06/23	-	11/12/23	11/13/23 - 11/19/23
12/08/23	11/20/23	-	11/26/23	11/27/23 - 12/03/23
12/22/23	12/04/23	-	12/10/23	12/11/23 - 12/17/23
01/05/24	12/18/23	-	12/24/23	12/25/23 - 12/31/23

In order to accommodate for the length of time it takes for the insurance companies to reimburse us, Brighter Days has implemented a payroll schedule in an effort to help alleviate the frustration of the payroll process. All work logs from the previous week are due on the Monday of the following week by **5:00 pm**. If your work log is not received by this time, your pay may be held until the next pay period. Work logs are to be **EMAILED to brighterdaysnursing@gmail.com**, but may also be faxed in on Monday. We will **NOT** accept work logs that are not legible. Please remember that a work week starts on Monday and ends on Sunday. Please do **NOT** fill in two separate weeks on one work log.

Brighter Days Nursing is on a delayed payroll process, so you will be paid **AFTER** the submission and verification of your work log according to the payroll schedule listed above. Everyone must enroll for Direct Deposit. Please make sure that you have provided us with your current bank information. If you have any questions regarding this payroll policy, please call the office at 954.765.6534.

I, _____, fully understand and agree to abide by the agency policy on work log receipt and the payroll schedule.

Sign: _____

Date: _____