



Brighter Days Nursing Agency Payroll Schedule 2024

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

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 check 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 your paychecks will be paid **AFTER** the submission and verification of your work log according to the payroll schedule listed above. Paychecks can either be mailed to you or picked up at the office. If your check was mailed and you do not receive it within ten (10) days after its issuance, please notify the office. In order to ensure successful receipt of your checks, please keep your address current in the office. If you request the check be reissued, you may be charged a \$35.00 stop payment fee for the original check. If you have any questions regarding this payroll policy, please ask.

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

Sign: _____

Date: _____