



AUTHENTIC

STAFFING AND HOME HEALTH AGENCY, INC.

Clocking in and out:

At the beginning and end of each shift, you must clock in and out using your four digit birthday, and the last four digits of your social security number. If the clock in machine is not working, you must have the supervisor sign the appropriate documents, and call us the next morning to be manually clocked in and out. Failure to clock in or out will result in a delay in receiving your paycheck.

No call, No show policy:

If you are canceling your shift, you **must** call us at least 4 hours in advance. Failure to do this will result in a no call, no show. For each no call, no show, you will be charged. The amount you will be charged is as follows:

GNA: \$50

LPN: \$80

RN: \$100

Payment

To receive payment, you must provide us with the Account and Routing Number for your bank account. Payroll is bi-weekly and should be posted to your account on Fridays. Fees from no calls, no shows will be deducted from your paycheck. We must be able to see the shifts in the timecards online, before we can pay you for the shifts.

Attire

You must be dressed in appropriate scrubs and wear your provided name tag at all times.

Signing below indicates you have read and understand the above policies and procedures:

Print Name

Signature

Date