**Caregiver Payroll Information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Payroll is weekly on Fridays. Some institutions may allow you to have your funds visible/available before Friday, but the official payday is every Friday. You will receive notification that your electronic check is available for viewing on Friday mornings.
* If you are using the correct app to clock in and out there should be no issue in being paid correctly or on time. If you are not using the correct apps to clock in/out, arriving to your shifts too early or too late, not completing the full process, experience unreported app/device issues, etc. could cause delays in payment and reimbursement at the EVV failure rates listed on the wage and acceptance form reviewed and signed during onboarding.
* In the rare instances that you must use a timesheet, there can be a delay if timesheets are not properly filled out or sent in to: [intake@sscares.com](mailto:intake@sscares.com) by Monday, 12pm Noon (CST) every Monday. ***You should only submit a timesheet if instructed by your supervisor. It is the responsibility of the Caregiver to follow all clock in and out instructions for each shift.***
* You are the only one who can make changes to your direct deposit information. This can be done through the Paylocity website and mobile app.
* When direct deposit information is updated initially at time of hire and anytime changes are made to direct deposit there after, the first 2 paychecks will be mailed to your home address from the main office on the Thursday preceding the payday. Caregivers located out of the Jackson and Memphis locations can pick up their checks at the local branch by communicating with your supervisor.
* On Demand Pay is available. This may allow you to get paid early. There is a fee of $1.25 for each On Demand Pay transaction. 80% of your available wages can be made available. You are limited to 12 transactions a month. For more information please speak with your Service Supervisor.
* Holiday pay is available for caregivers that work an actual shift on the following days: Thanksgiving, Christmas Day and New Year’s Day.
* 2023 Office Closures:
  + New Year’s Day (Monday, January 2nd)
  + Good Friday (Friday, April 7th)
  + Memorial Day (Monday, May 29th)
  + Juneteenth (Monday, June 19th)
  + Independence Day (Tuesday, July 4th)
  + Labor Day (Monday, September 4th)
  + Thanksgiving Day (Thursday, November 23rd)
  + Christmas Day (Monday, December 25th)