

TOP 10 Housekeeping Notes



- Our office hours are 8:00-5:00 (closed noon to 1pm everyday).
Always check the monthly calendar you receive for additional dates when the office is closed.
- The pay week starts on Sunday and ends on the following Saturday. Timecards are due on Monday of each week. Fax # 205-879-1332
- When filling out your timecard be sure to include the name of the facility, your name, the department or room number, CORRECT in and out times on the correct day of the week, lunch time (if none taken draw an “X” through the box with client initials on the same line) and appropriate signatures on the bottom of the sheet. Each piece of information is essential to accurate pay!
- If you choose to receive Direct Deposit: Allow 2-3 weeks for the depositing process to begin. Also, depending on your bank’s policies, deposited funds will arrive in your account on Friday, Saturday or Monday.
- Quick Pay: The quick pay system allows you to receive up to 70% of your earnings directly after a shift is completed. For tax purposes, 30% of your funds are held to pay for taxes. Once taxes have been set aside, ATC corporate will issue the remainder of your check. Your “Friday Check” is available for pick up after 2pm on Friday.
**For those who choose not to receive quick pay, your checks are also available after 2pm on Friday.*
- On each timecard sent into the office for processing, indicate on the sheet whether to hold the check or mail it. If it is a quick pay request, write quick pay on the timecard as well.
- Keep up with your name badge! Report if your badge is lost so it can be replaced (\$5 charge). Badges are often a necessary requirement to work in certain facilities.
- Consider becoming a part of ATC like joining a club. Quality control (ex. Updating changes of address, phone numbers, testing/training information) is like paying dues. Keeping your information current allows the ATC team to expose you to jobs and area needs that fit your criteria (we cannot guarantee jobs).
- We attempt to accommodate changes in life circumstances. However, we cannot go through fires with you. Once life comes back into balance, we will be available to help you get going again!