



Around the Clock

Healthcare Services

WHAT YOU NEED TO KNOW

HOW DO I GET PAID?

- KEEP YOUR CREDENTIALS UP TO DATE
 - TB (YEARLY)
 - TESTING (YEARLY)
 - CPR (EVERY 2 YEARS)
 - FINGERPRINTS
- TURN YOUR TIMECARD IN **ON TIME!**
 - TIMECARDS MUST BE RECEIVED ON MONDAY BY **10AM**
 - YOU CAN TURN IT IN EARLY
 - TIMECARD MUST BE SIGNED AND LEGIBLE
 - MUST GET CONFIRMATION THAT IT HAS BEEN RECEIVED (BY OFFICE STAFF)

Must choose mail or pickup

Must include client name (School System), name of school and bus #

Exact arrival time. If AM/PM bus must have the exact arrival and departure time.

Must include your PRINTED name and signature

Date and day must match

30 minute lunch is **required** if working in a school setting

'Area' = What: Health Room, Bus, Field trip, 1:1

Mileage is not included unless discussed BEFORE the shift. Schools **DO NOT** pay mileage

MUST HAVE CLIENT SIGNATURE – WILL **NOT** PROCESS WITHOUT!

ATC
Around the Clock
Healthcare Services
Staffing... wherever healthcare is provided.

MAIL
 PICK UP

Fax: (205) 879-1332
Email: atc2058791332@gmail.com

Timecards Due: Monday by 10 am

CLIENT # [] DATE []
OFFICE # [] CK# []

PRINT CLIENT'S NAME []
PRINT YOUR NAME []

CLASSIFICATION [] SOCIAL SECURITY # []

TIME IN AND OUT MUST BE ACCURATE AND MATCH CLIENT RECORDS

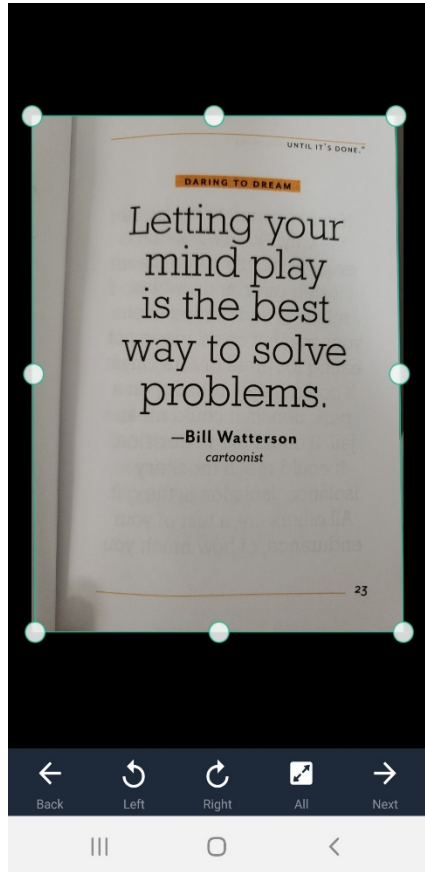
DAY	DATE	AREA	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS	MILES	CLIENT APPR'VD
SUN								
MON								
TUE								
WED								
THURS								
FRI								
SAT								
TOTAL MILES						TOTAL HOURS NEAREST 1/4		

ALL PERSONNEL CERTIFY THAT THIS FORM IS TRUE AND ACCURATE DURING THIS PAY PERIOD, IF YOU SUSTAINED AN ACCIDENT OR INJURY WHILE WORKING ON ASSIGNMENT, PLEASE CHECK "YES" >>>>>> YES _____

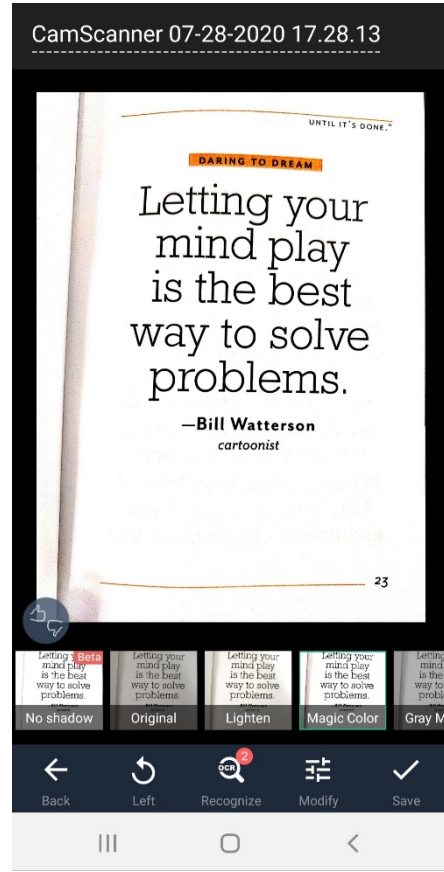
YOUR SIGNATURE []
CLIENT'S AUTHORIZED SIGNATURE []

- Keep up with time you commit to working (overtime)
- Do NOT write overnight shift on two lines
- Total time

USING CAMSCANNER



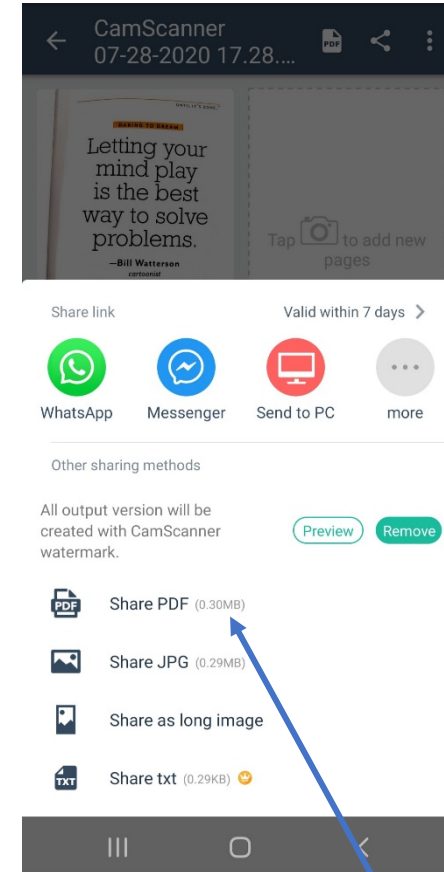
Take picture and set crop box for edges



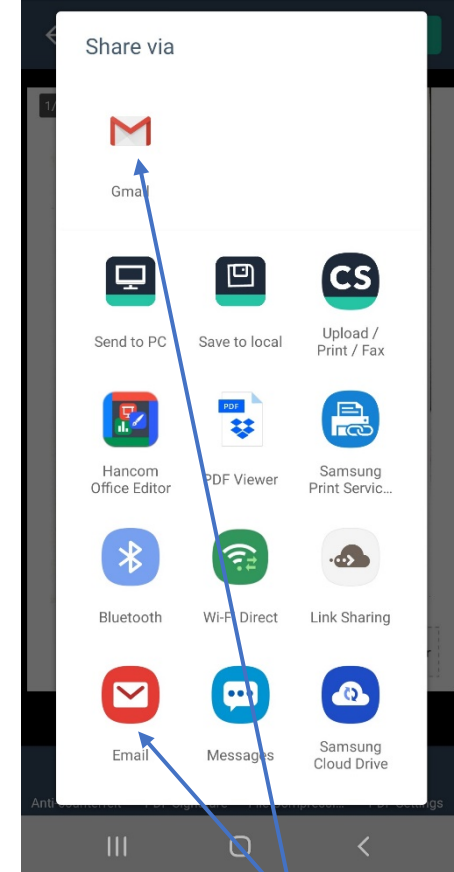
Set color, usually you'll use AUTO



You will see your new doc, select SHARE



Choose the option for PDF file

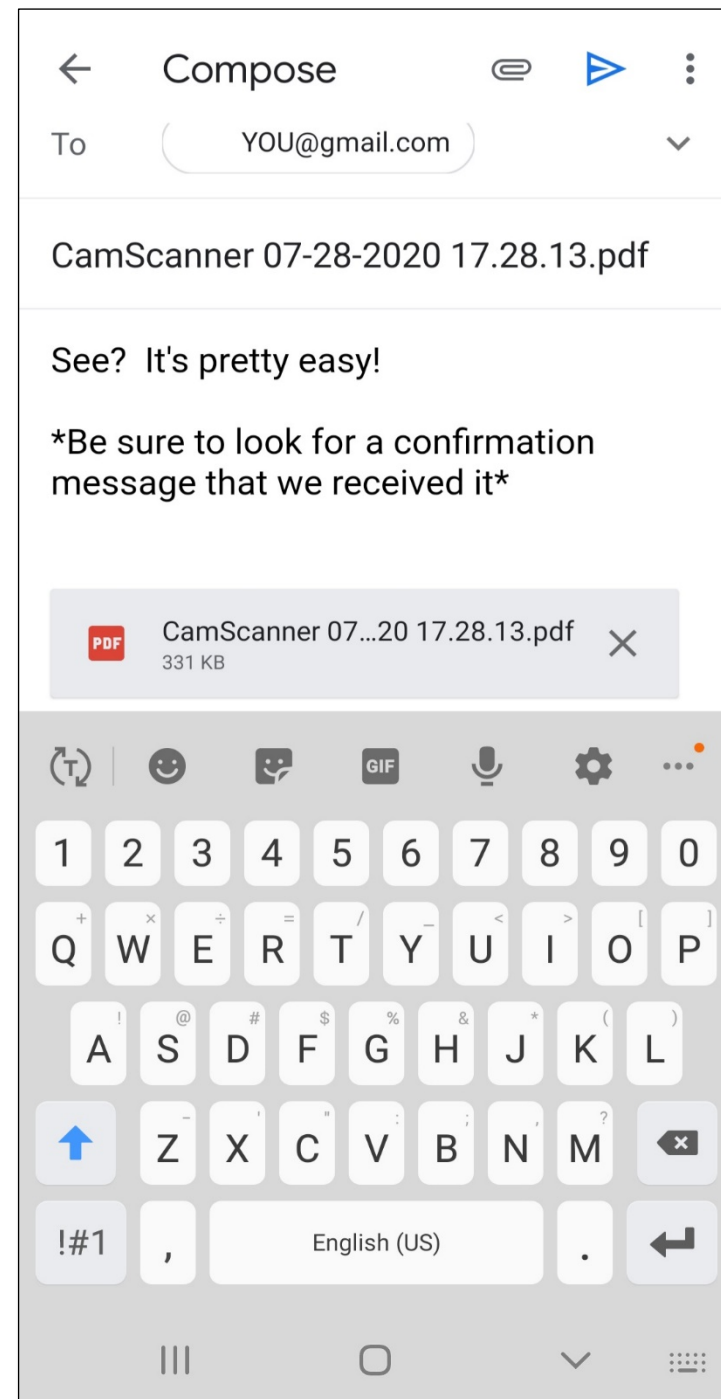


Select format to share, usually email

- TIMECARD - READY...SET...SEND!

REMEMBER:

LOOK FOR CONFIRMATION FROM ATC
OFFICE STAFF TO ENSURE RECEIPT OF
TIMECARD FOR PAYROLL PROCESSING



TYPES OF PAY

- DIRECT DEPOSIT
 - NEED VOIDED CHECK OR STATEMENT FROM YOUR BANK ON THEIR LETTERHEAD
 - **DEPENDING ON YOUR BANK**, DEPOSITS MAY OCCUR ANYTIME FROM FRIDAY THROUGH 5PM ON MONDAY
- GLOBAL CASH CARD (GCC)
 - MUST HAVE CARD TO GET A QUICK PAY**
 - QUICK PAY IS ONLY AVAILABLE AFTER 90 DAYS WITH ATC
 - ONLY 2 QUICK PAYS ARE ALLOWED EACH WEEK
 - QUICK PAY IS A PRIVILEGE AND CAN BE REVOKED AT ANY TIME

YOU CAN GET PAID BY GCC WITHOUT GETTING A QUICK PAY! FUNDS WILL BE DEPOSITED BY ATC TO BANK BY CLOSE OF BUSINESS ON FRIDAY.

IMPORTANT CONTACT INFORMATION

- **OFFICE AND STAFFING PHONE - (205)870-7423**
 - YOU CAN REACH SOMEONE FROM 5AM-10PM EVERYDAY
 - IF YOU ARE GOING TO BE LATE OR NEED TO CALL OFF YOU **MUST** CALL THIS NUMBER IMMEDIATELY
- **GROUP TEXT(MOBO) 88202**
 - THIS NUMBER IS USED TO SEND EVERYONE A MESSAGE SIMULTANEOUSLY. YOU CAN RESPOND TO THIS NUMBER WITHOUT IT GOING TO THE GROUP. **DO NOT USE THIS NUMBER FOR ANY OTHER COMMUNICATION WITH THIS OFFICE.**
- **OFFICE PHONE, FAX AND EMAIL**
 - PHONE: (205) 870-7423
 - FAX: (205) 879-1332
 - EMAIL: ATC2058791332@GMAIL.COM
- **BENEFITS**
 - WWW.BAMAMEDSTAFFING.COM/BENEFITS
 - WWW.ATCHIREME.COM
 - WWW.BAMAMEDSTAFFING.COM/RESOURCES

HOUSEKEEPING

- **APPEARANCE**

- CLEAN, TIDY HAIR AND SCRUBS- NO LONG NAILS OR UNNATURAL HAIR COLOR
- CLOSE TOE SHOES (BUS RIDERS MUST HAVE CLOSE TOE **AND HEEL**)

- **ATTITUDE**

- THIS IS A JOB, **ACT PROFESSIONALLY**
- YOU CHOSE TO BE A NURSE, BE HERE BECAUSE YOU WANT TO BE
- YOU RESPRESENT YOURSELF AS WELL AS ATC

- **COMMUNICATION**

- IF YOU DON'T KNOW-**ASK**

HOUSEKEEPING CONTINUED

- **ATTENDANCE**

- ON TIME MEANS: IN YOUR HEALTH ROOM, BUS OR OTHER ASSIGNMENT READY TO GO AT THE SCHEDULED TIME
DO NO BE LATE!
- IF YOU AREN'T SURE OF THE ADDRESS, **ASK**. GETTING LOST IS NOT AN EXCUSE. **THE SHIFT'S LOCATION IN SLING WILL HAVE THE ADDRESS TO YOUR ASSIGNED SHIFT.**
- YOU **MUST** CALL IF THERE IS ANY PROBLEM AT ALL. WE MUST KNOW.
- TARDINESS AND CALL-OFFS ARE NOT ACCEPTABLE. **IF YOU ACCEPT A SHIFT YOU ARE EXPECTED TO WORK IT.** THE MAIN REASON CLIENTS USE A STAFFING AGENCY IS BECAUSE *THEIR* STAFF CALLED OFF. DON'T ADD FUEL TO THE PROBLEM.
- IF YOU CAN'T BE DEPENDABLE, YOU CAN'T WORK WITH US – YOU WILL BE SUSPENDED OR TERMINATED.

- **SOCIAL MEDIA**

- **DO NOT USE SOCIAL MEDIA IN A SCHOOL, BUS OR ANY OTHER CLIENT SETTING. NO PICTURES, POSTING...**ANYTHING**.** IT'S NOT WORTH YOUR LICENSE!