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TRAVEL NURSE RESOURCE

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Office: 530-221-5655
FAX: 530-221-3911
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INSTRUCTIONS FOR TIME SHEETS

- Please remember to fax in your completed, signed time sheet **every Monday by 10 a.m.!** Failure to send in your time sheet promptly may affect your payday.
- If you send your weekly time card in without unit worked or a Nurse Manager's signature for each shift, you may not receive your paycheck until after the information can be verified. This could delay your check for up three weeks.
- Until your completed I-9 and W-4 (employee) or W-9 (independent contractor) forms with accompanying verification are received, you will not receive a paycheck.
- We **cannot** process your weekly pay in a timely manner unless it is received by **10 a.m.** every Monday.
- The fax number for payroll is **1-530-221-3911**.

PAYROLL INFORMATION

Direct Deposit

Pay checks will be processed weekly in a timely manner. The *Authorization for Direct Deposit* form and a voided check must be submitted by mail. Direct Deposit cannot be set up from a faxed copy of the authorization form since an original signature must be kept on file by payroll. You should receive your Direct Deposit* or pay check (mailed to employees at the address requested) approximately one week following the end date of a payroll period.

* Once you sign up for Direct Deposit, it may take as long as two or three weeks for your request to take effect. Thank you for your patience.