



DAILY PAYS

- **In order to get a daily pay, you must call the Daily Pay hotline at 480-444-7797 by 10a.m. Leave your full name, the facility you worked at and the hours worked on the voicemail.**
- **ALL SIGNED time sheets must be in by 10a.m. If you worked at a facility that uses a sign in sheet or time clock hours will be verified by the payroll department. *NOTE: If hours can not be verified the payroll department will notify you that a check can not be cut.***
- **You will receive a 60% of your gross earned wages on your daily pay check. 40% is held back to cover taxes or other deductions that are processed through our payroll company. Any remaining balance will be paid out to you with standard weekly payroll. OT, non-taxables and holiday pay will NOT be paid out on daily pays. *Note: If you have a garnishment order the daily pay check will only be cut for 40%.***
- **A processing fee of \$25.00 per week will be deducted for daily pays. *Example: If you call in a daily pay on Monday, Wednesday and Friday, you will only be charged \$25.00 once for that week.***
- **Daily pays can ONLY be paid out as live checks. We can NOT direct deposit or mail these checks.**
- **Any requests made after 10a.m. will be processed the following day in the same manner stated above.**
- **We will only process daily pays for shifts completed by 8a.m. on the day you called.**
- **ALL daily pays must be picked up the same day they are called in or they will be voided and paid out with the next standard payroll.**
- **You must still submit your signed time sheets by 10a.m. every Monday, even if you received a daily pay for one or more of your shifts. If you received a daily pay and do not submit a signed time sheet, the amount of the daily pay will be deducted from your standard payroll check until we receive the signed time sheet.**

Signature

Date