

ADVANCED NURSING

P:1-610-696-5045 | F:1-484-540-8553 | advancedcarenursing.com

TimeSheets!

We're still having trouble with getting everyone to turn in their timesheets. If problems persist we will start only processing payments for those who meet the Monday deadline. Anyone later will have to wait until the next pay period. If you're someone who's late, please try to either come to the office, fax, or take a clear picture, and send it to our email.

flowsheets.advancedcare@gmail.com

Compliance

Our HR team is working feverishly to make sure that everyone has up to date credentials. Look out for calls from our HR department if you have anything missing such as expired Physicals, inservice, green cards, etc. If you're unable to update your credentials we will have to take you off the schedule.

Remember, "not up to date, can't get a case"



Hello!

Welcome to our second edition of our ANC newsletter. In this edition you'll find more information on open shifts, new office employees, and more. Please share any deadlines and information with fellow caregivers and clients so that we can continue to increase transparency amongst our community. As always, please call the office if you have any questions or ideas regarding the content. Thank you for your services.

Sincerely,

John Kungu, CEO





Open Shifts Report

The below shifts are for permanent basis, and are subjected to meet and greets before you can begin.

- 11am-6pm Saturday and Sunday. Looking for skilled aide. Case will be in Havertown, PA.
- 9am-12pm Monday thru Saturday, and 9am-2p/6p-8p on Wednesday. Must be able to drive. Case in Crum Lynne, PA.

Pre-Employment Forms

Thank you for referring your friends and family to apply with our business. Because of the influx of new employees, we now have a pre-employment questionnaire that all applicants must do before starting an application. All qualifications must be met before an applicant can begin their application. This will allow us to better see how quickly we'll be able to get a new applicant on the schedule. Thank you for your cooperation.

Payroll Issues

If you notice any discrepancies in your checks here are our new procedures to help aide the process.

1. You should first find the hours you think you're missing, and have copies of signed timesheet to show that you worked the hours you had.
2. From here, you can either come into the office, and sign a check discrepancy form. It is encouraged that you bring your timesheet in with you at that time so we can better aide the process.
3. Once someone goes over the timesheet we will solve the issue.
4. The other option is once you have the timesheet you can attach pictures of both of them, and send an email to alex.advancedcare@gmail.com. From here we can respond with you over email to resolve the issue.

Meet the New Staff

Please be sure to greet our new staff when you visit the office.



Debra Carter, Human Resources Coordinator (ext. 105)

Ms. Carter is our new full-time HR coordinator. With her established background in Human Resources, she'll have all the information you need concerning your compliance.