

---

## PAYROLL PROCEDURE

Dear NPORT Clinician,

- The NPORT workweek is 12:00am Saturday through 11:59pm Friday.
- The Board of Education timesheets should reflect a Monday (start date) through Friday (end date).
- Timesheets are due no later than 5:00pm on Monday, following the week worked.
- Please fax your timesheets as early as possible to 866-549-1599 or email to Barbara.Sheriff@nportstaffing.com.
- The fax machine works 24 hours a day, 7 days a week. Timesheets can be emailed or faxed at any time prior to the deadline.
- Please confirm receipt of timesheet with Barbara Sheriff at 718-724-2829. Please make sure if emailing, the timesheet is legible. Please confirm the dates and number of timesheets sent.
- All timesheets must be completely filled out with your name, facility worked/school, dates, shift start and end times, labor allocation and the proper approved signatures and with the correct signature dates.
- Timesheets that arrive after 5pm on any Monday morning will be processed with the following week's payroll.
- 30 Minute Lunch breaks are mandatory for anyone working in a Nursing Home when working over 6 hours. If a lunch break isn't possible, please **indicate "no lunch break"** in the lunch section on the timesheet. **Nursing supervisor must sign directly in the lunch section next to "no lunch break"**.
- NPORT is not allowed to complete or make any additions/adjustments on your behalf to your timesheets.
- Incomplete timesheets will not be processed and will result in a delay of payment.
- Please make sure you follow up to confirm receipt of your timesheet via phone or email.
- If you are assigned a 1:1 student, the attendance record is required at the end of each month.
- If you are assigned a 1:1 student, Lori (718-724-2833) should be called on a daily basis. When you call her, you have to tell her the 1:1 start time, end time, if child is absent, if child leaves the school early for any reason. Please specify actual times for start time, end time and if leaving early.
- A voided check or bank direct deposit letter and NPORT's direct deposit form is required for Direct Deposit.
- Direct Deposit takes about two (2) pay periods for processing. Once processed, pay stubs will no longer be mailed to you. Please use the online website to retrieve pay stubs. See attached document.
- In my absence, my co-worker Vincent Lagana can help you. He can be reached at 718-724-2830.
- Please print, sign, and date your name at the bottom as a confirmation that you received the payroll procedure.

If you have any questions, please contact Natalia Khanoukhova in the Payroll Department at 718-724-2834.

---

Print

Sign

Date