

## Helpful Payroll Information

FlexRN utilizes 2 Payroll systems for employees to access. They are Employee Payroll Portal Center (aka Temp Access) and KTBSonline. FlexRN has a weekly payroll; we export on Monday mornings any time slips on hand at that time to our payroll provider, KELLY. Once we do the export, you will be able to see online at the Flex portal your report for the week on Thursday; this report will allow you to verify that your times are being correctly paid. KELLY will fund your net pay on the Friday morning; at that point, your pay stub will appear on the KTBSonline site; you will receive an email from KELLY alerting you of this. FlexRN pays only to your designated checking or savings accounts; we do not fund debit type cards directly. We do this because these third-party card systems charge the employee fees; so, it is better for the employee to use a debit card tied to her own checking account.

### General Information on Payroll

Temps at most client sites should submit facility signed time slips as soon as possible after finishing their shifts; sending the slips in early gives us time to check with you over questions regarding legibility or type of shift. Nurses on weekly assignments should probably wait until they have completed the week before sending in their times. You should even send in an unsigned time slip if you are clocking in and out because clients do not always forward these records to FlexRN on a timely basis. Exceptions to this are Facilities which do furnish reports to us on Monday.

Here are some specific suggestions to improve the process for you:

- Use the client's time slip if the client has its own version; such clients would include Medstar and University of Maryland. Otherwise, please use the FlexRN form.
- Please fax a clear copy or email a cell phone image with good lighting and focus to the payroll group.
- It is better to send the time slip directly to payroll and not to your scheduler. The dedicated fax line for payroll is 800 905 6419; the email address is [payroll@flexrn.com](mailto:payroll@flexrn.com).
- We generally try to send out a reply confirming receipt of emailed time slips.
- Please include your name and the facility name on the time slip.
- Please use military time.
- Most facility clients strongly prefer that a 30-minute break is taken for any shift longer than five hours. If you skip a break, find out what additional documentation

is required; generally, the charge or supervisor signature on the time slip is not enough.

- Our payroll software will calculate for: holiday time per the client policy; daylight savings time; and overtime, even including hours worked on a Sunday or Monday that were paid out on a previous payroll run. The week for overtime purposes runs from Sunday 0700 to the 0659 the next Sunday; this follows the industry norm.

### **Online Access to Payroll Information**

The process works much more smoothly if the employee checks their payroll reports online. The FlexRN report will show the dates, hours, and rates paid; this information allows you to confirm that all your hours have been received by the company and paid properly. This report is visible after we export the payroll on Tuesday afternoons.

The KELLY report is visible on Fridays, the payroll check date. It shows such data as gross pay, net pay, taxes, garnishments, and other deductions. The KELLY check stub codes Stipends as a negative deduction so the amount is added to your net pay despite the negative sign. KELLY places the stipend amount in the deduction category because the other two categories are for taxable wages and taxes.

To gain access to the Employee Payroll Portal Center (aka Temp Access) and the KTBSonline website, please contact the FlexRN Office at: 866-781-0726, our team will ensure you have a current, valid username and password.