

To: All SNF Therapists

From: Payroll

Re: Payroll

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Hours worked from the 1<sup>st</sup> - 15<sup>th</sup> are paid on the 28<sup>th</sup> of the month and hours worked from the 16<sup>th</sup> to the last day of the month are paid on the 13<sup>th</sup> of the following month. If either of those days falls on a Saturday, the paycheck is issued on the Friday before and if either of those days fall on a Sunday, the paychecks are issued on the following Monday. Please note below how you would like your paycheck delivered to you.

Name: \_\_\_\_\_  
(Please Print Clearly)

- Deliver paycheck via UPS to the facility on the 13<sup>th</sup> and 28<sup>th</sup> of each month.

Facility: \_\_\_\_\_

- Mail paycheck via US postal service on the 13<sup>th</sup> and the 28<sup>th</sup> of each of the month.