

Condor Health Anderson Documentation and Timesheet Policy

CONDOR HEALTH ANDERSON DOCUMENTATION

Agency CNAs **MUST** do their documentation in PCC. Logins are provided to do charting which is required every shift; if you do not chart it looks as if you have done nothing all shift. Charting is not an option, it is part of your assignment and must be completed **BY END OF SHIFT** or you **WILL NOT** be paid for your time.

TIMESHEET POLICY

All timesheets **MUST** be signed by the personnel who checks you in at the nursing office. Timesheets are due by **NOON** and **MUST** be turned in on time. We will **NOT** call and request a timesheet. Please do not call about your payment being delayed if you didn't turn in a timesheet. You **WILL** be paid the following FRIDAY once your timesheet has been received. Please note that it is important that you take a 30-minute break on **EVERY** shift and notate this on your timesheet.

Exception: If you are working at Condor and clocking in using their time clock and ADP, then you DO NOT need to turn in a timesheet.

Please print, sign, and date this sheet below to confirm that you have read, understand, and agree with the previous statements.

PRINTED NAME:

SIGNATURE:

DATE:
