



Payroll Terms & Conditions

1. SYNERGY HomeCare’s legal name is Haselden HomeCare INC. For payroll and some other communications “Haselden HomeCare” may be used instead of “SYNERGY HomeCare.”
2. The table to the right contains Synergy HomeCare’s current year Payroll Calendar. Please familiarize yourself with its contents.
3. Note: there is a 12-day delay from the date of the last workday of the payroll period and the date, you will receive your pay.
4. You must use your smartphone to log into and out of your work shifts when you arrive/leave the client’s residence via Synergy’s **ERSP’s Mobile App (EMA)**. You must also answer all our Care Notes screenings questions prior to every shift.
5. You must be compliant with all our clock-in and clock-out requirements or you will face disciplinary actions, including termination or reassignment.
6. Clock-in Requirements: use the EMA to clock-in when you arrive at the client but before you go into the client home, answer all self-screening questions for yourself, call the client and ask them all the screening questions and then input the answers into the EMA, ask any person in the client’s home or visiting the client’s home during your shift all screening questions and input them into the EMA.
7. Clock-Out Requirements: you must clock out at the exact time you are preparing to leave the client home before you enter your vehicle, you must input Activities performed by you on your shift and obtain the client’s signature to complete the clock-out process.
8. Issues: you cannot clock-in or out away from the client’s residence. Our system knows your location and will flag it if you are not at the client’s residence. If you are having any issues with the clock-in or clock-out process, you must call the Synergy office.
9. If you wish to change direct deposit account for your pay, you must do so on Proliant or speak with HR dept 2 weeks prior to our pay dates.
10. Paystubs will be available each pay day at the following website: <https://www.proliant.com/>. Synergy will not provide pay stubs/W-2’s - you must get these from the proliant website or proliant will mail.
11. Final checks must be handled by scheduling an in-person pick-up time with the Synergy office.
12. As stated in your Non-Exempt Compensation Agreement, the time you spend performing non-visit work should be recorded in Synergy’s Non-Visit Time Log (“NVTL”) and signed by your supervisor and submitted by Wednesday following each work week. If no NVTL is submitted, no work is assumed.
13. Performance issues, including but not limited to: noncompliance with Synergy’s EMA system requirements, uniform violations, and other situations listed in the EPP may result in disciplinary actions including termination or removal from client assignments.

2024	
Pay Day	Work Days Covered
Jan. 5	Dec. 11 – Dec. 24
Jan. 19	Dec. 25 – Jan. 7
Feb. 2	Jan. 8 - Jan. 21
Feb. 16	Jan. 22 - Feb. 4
March 1	Feb. 5 - Feb. 18
March 15	Feb. 19 - March 3
March 29	March 4 - March 17
April 12	March 18 – March 31
April 26	April 1 - April 14
May 10	April 15 - April 28
May 24	April 29 - May 12
June 7	May 13 - May 26
June 21	May 27 - June 9
July 5	June 10 - June 23
July 19	June 24 - July 7
Aug. 2	July 8 - July 21
Aug. 16	July 22 - Aug. 4
Aug. 30	Aug. 5 - Aug. 18
Sept. 13	Aug. 19 – Sept1
Sept. 27	Sept. 2 - Sept. 15
Oct. 11	Sept. 16 - Sept. 29
Oct. 25	Sept. 30 - Oct. 13
Nov. 8	Oct. 14 - Oct. 27
Nov. 22	Oct. 28 - Nov. 10
Dec. 6	Nov. 11 - Nov. 24
Dec. 20	Nov. 25 - Dec. 08
Jan. 3	Dec. 9 - Dec. 22



I have read, understand, accept, and agree to comply with these payroll terms and conditions.

Applicant / Employee Signature

Print Name

Date