



## Tips for Getting Paid Correctly

- 1) To access your timesheet, login to your Bamboo account at <https://pinnaclestaffing.bamboohr.com>, click “My Info” at the top and then click on the “Timesheet” tab.
  - If the center requires you to use their on-site system for time tracking, please disregard these instructions and instead send a screenshot of your timesheet weekly to [admin@pinnaclestaffingsolutions.org](mailto:admin@pinnaclestaffingsolutions.org).
- 2) Enter all times to the **nearest quarter hour** (Ex: up to 12:07 = 12:00 and 12:08 = 12:15)
  - Most states require a full 30 minute unpaid meal break, so please enter the time before and after the meal break. (Ex: 8:00am - 12:00pm and 12:30pm to 4:30pm)
  - Other state mandated break information will be provided to you by your Employer of Record – INNOVATIVE EMPLOYEE SOLUTIONS, INC.
- 3) Review your **Assignment Confirmation** for 3 things:
  - A) **Guaranteed Hours**
    - If you work the number of hours you are guaranteed for the week, then enter those hours as “**Regular Time**” using the “Select Project/Task” drop-down menu.
    - If you did not work the number of hours you are guaranteed for the week, then add an entry for the balance of hours you are guaranteed and enter those hours as “**Complete Guarantee Hours**” using the “Select Project/Task” drop-down menu.
    - Remember you are Guaranteed # hrs per week, NOT 8 hrs per day, although many times it seems that way. (EX: If you are guaranteed 40 hours and you work M 8hrs, T 8.5hrs, W 7hrs, Th 8.5hrs, F 7hrs to Total 39hrs, ADD 1 hr to Friday as “**Complete Guarantee 40 hrs**”)
  - B) **Time Off**
    - **UNPAID Time Off**
      - **Do not enter these hours on your Timesheet.**
      - Add a note (by clicking on the + sign) to document you were out due to Personal/Sick/Vacation time each day time off was taken.
      - If you are out an entire day, add the note to the day before or after.
    - **PAID Time Off:** Enter these hours and you will be PAID up to the amount of time off hours accrued (located on your weekly paystub).
      - Add these hours to your Timesheet as “**Personal/Sick/Vaca Time \*If Available\***” using the “Select Project/Task” drop down menu.
      - If you take an entire week of PAID TIME OFF, you will still need to complete a timesheet for that week with “Personal/Sick/Vaca Time” as the entry each day.
    - **On Assignment in AZ/CA/CO/IL/MA/NM/NY:** Paid Sick and Paid Personal/Vaca time are separate.



- If you are sick, add these hours to your Timesheet as **“Sick Time \*If Available\*”** using the “Select Project/Task” drop down menu.
- If you are taking time off, add these hours to your Timesheet as **“Personal/Vaca Time \*If Available\*”**

C) **Holidays**

- Enter 8 regular hours as **“Holiday 8 hrs”** using “Select Project/Task.”

5) **Verify your Timesheet for accuracy before Friday at 5:00 pm**

- The Timesheet process: Traveler completes Timesheet by Friday at 5:00 pm. It is automatically sent to the Timesheet approver via email at 5:00 pm. You have until the Timesheet approver approves your Timesheet to edit it. Once approved, it will be automatically sent to Pinnacle for final review according to the contract terms.

I acknowledge that I have read and understand the Tips for Getting Paid Correctly, and endeavor to complete my timesheet promptly and accurately. If Timesheets are not approved and corrections are not finalized by Monday at Noon EST, payment to Traveler may be delayed to the following week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_