



Healthcare Staffing Solutions

1190 North Highland Ave

Atlanta, GA 31106

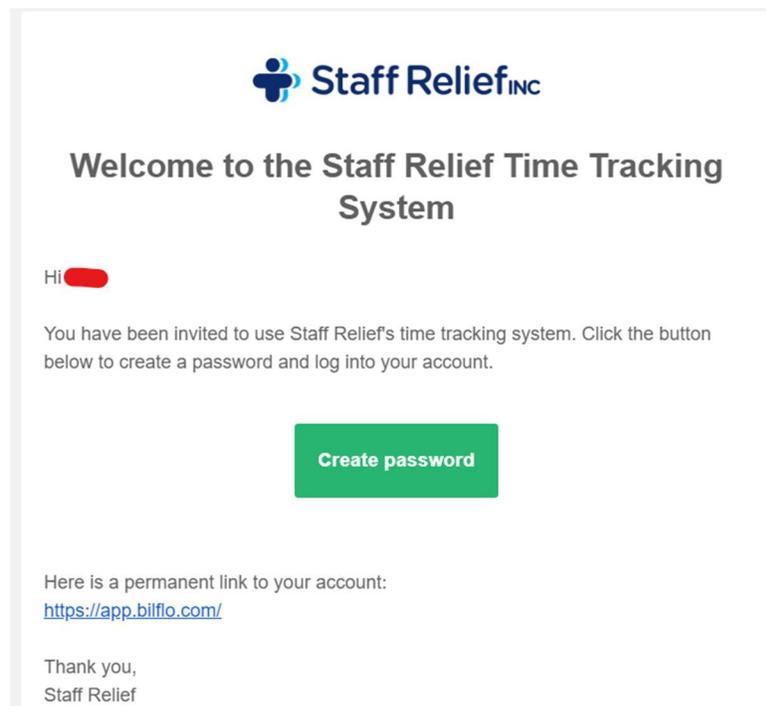
www.staffreliefinc.com

Staff Relief Payroll Guide

Bilflo

Clinicians will receive a welcome email from “Staff Relief via Bilflo” at no-reply@bilflo.com. This is an invitation to set up your account in our tracking system where you will enter your time each week. The system can be accessed on any web browser including mobile browsers. In the welcome email, you will be prompted to create a password. If you do not receive this email, you should email timesheets@staffreliefinc.com immediately so we can send you a reset password email and get you set up. All Staff Relief clinicians are required to be set up in Bilflo before their first day. There is a Bilflo app for iPhone and it is available to download in the app store. There is currently no app for Androids. Android users please access the system at the link below on any web browser.

Link to Login: <https://app.bilflo.com/>



How to Enter Time in Bilflo

Example of Timecard with Clock-in/Clock-out times and meal breaks:

- Enter your clock-in/out times starting on the day you clock in.
- For overnight shifts there is a dropdown on the clock out window that will allow you to select the following day for clock out.

	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	Sat 12/9
Clock In	Sun 12/3 07:00 AM	Mon 12/4 07:00 AM	Tue 12/5 07:00 AM	Wed 12/6 07:00 AM			
Start Lunch	Sun 12/3 01:00 PM	Mon 12/4 01:00 PM	Tue 12/5 01:00 PM	Wed 12/6 12:00 PM			
End Lunch	Sun 12/3 01:30 PM	Mon 12/4 01:30 PM	Tue 12/5 01:30 PM	Wed 12/6 12:30 PM			
Clock Out	Sun 12/3 07:30 PM	Mon 12/4 07:30 PM	Tue 12/5 07:45 PM	Wed 12/6 03:30 PM			
Working Total	12	12	12.25	8	0	0	0

Example of Time Allocation:

- Enter the total hours calculated into the appropriate time bucket.
- Enter your first week's orientation hours under **Orientation**.
- All hours up to 40 are **Regular Time** except when on a **Holiday**.
- Hours over 40 are considered **Overtime**.

	Sun 12/3	Mon 12/4	Tue 12/5	Wed 12/6	Thu 12/7	Fri 12/8	Sat 12/9
Double Time	0	0	0	0	0	0	0
Overtime	0	0	0	4.25	0	0	0
Regular Time	12	12	12.25	3.75	0	0	0
Holiday	0	0	0	0	0	0	0
Stipend	12	12	12.25	8	0	0	0
Unallocated Time:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

40.00
Regular

4.25
Overtime

****All Bilflo timecards submitted are required to have a facility timecard attached****

Attachment Examples:

Example of Signed SRI Timesheet:

SRI timesheets are only accepted when facility policy permits



Medical Staffing Solutions
Office: 478-974-0075
www.staffreliefinc.com

Weekly Time Sheet

Attach a picture of this timesheet signed by your manager to your electronic timecard.
Please remember to submit your electronic timesheet by Monday at 10 am EST to ensure prompt payment.

Please email timesheets@staffreliefinc.com with all timekeeping questions

Employee Name: _____
Facility Name: _____
Specialty/Area: _____

*****ONE TIME SHEET FOR EACH FACILITY*****

Day	Date	Shift Begin Time	Break Begin Time	Break End Time	Shift End Time	Total Regular Hours	Facility Supervisor Initials	**Note** Overtime/ Holiday/ Premium Hours	**Initial When** 'No Lunch Taken'
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

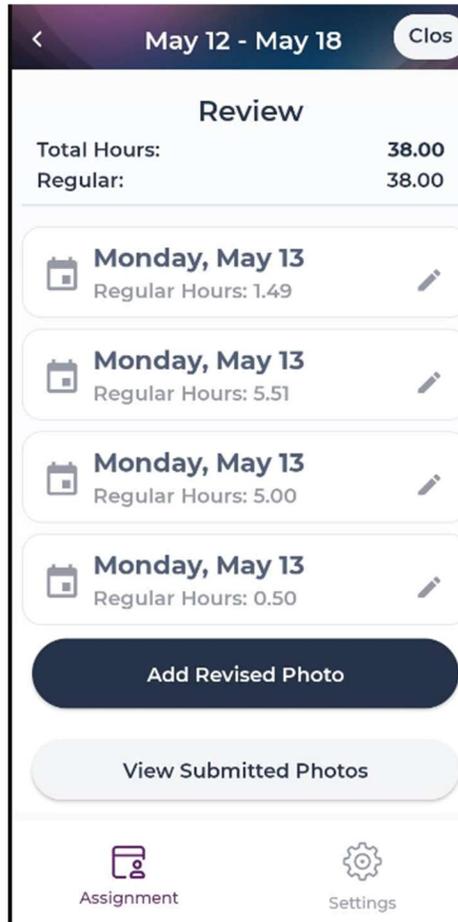
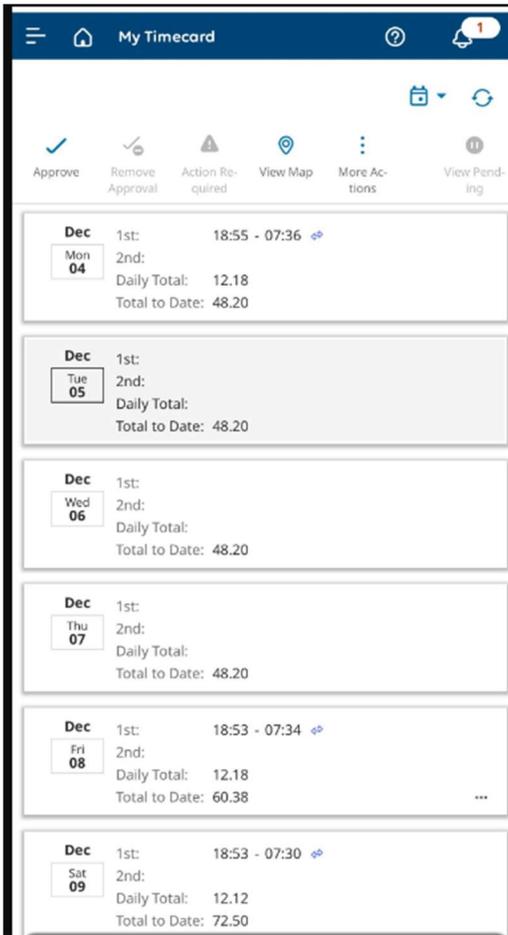
By signing this timesheet, I certify that my time is correct and that I did not incur any injuries during these assignments. If I did sustain an injury, I have notified _____ (Name) at _____ (Time) _____ (Date) within an hour of the injury/occurrence.

Employee Signature: _____
Facility Signature: _____ Initials: _____ Date: _____
Facility Signature: _____ Initials: _____ Date: _____

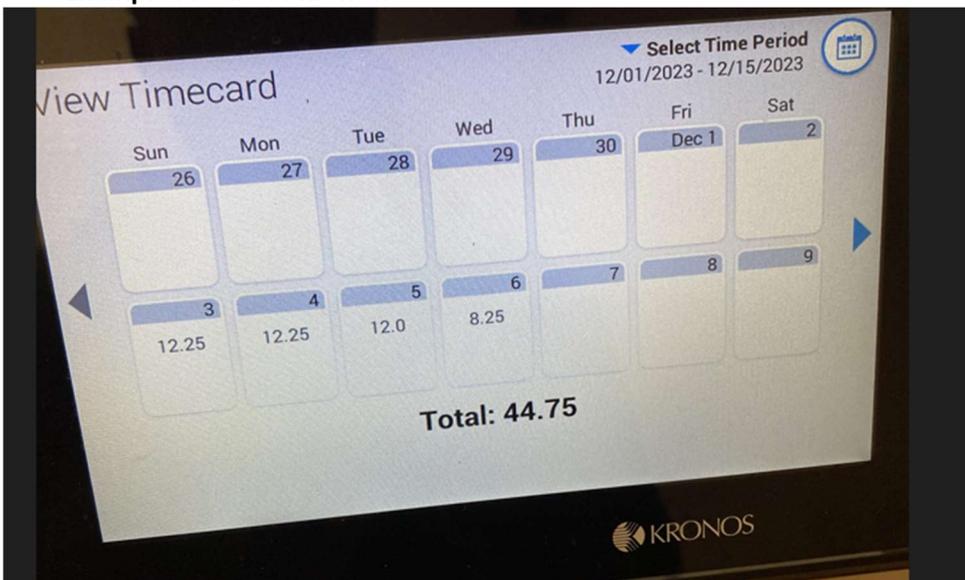
Example of Kronos Report:

Date	Schedule	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Pay Code
Sun 11/26			1:52PM	210/210707 0110//	10:33PM				8:12	8:12	8:12	
Mon 11/27											8:12	
Tue 11/28											8:12	
Wed 11/29			1:50PM	210/210707 0110//	10:32PM				8:12	8:12	16:24	
Thu 11/30			1:42PM	210/210707 0110//	10:30PM				8:48	8:48	25:12	
Fri 12/01			10:23AM	210/210707 0110//	5:20PM				6:30	6:30	31:42	
Sat 12/02											31:42	
Sun 12/03											31:42	
Mon 12/04			1:51PM	210/210707 0110//	10:40PM				8:18	8:18	40:00	
Tue 12/05			1:53PM	210/210707 0110//	10:37PM				8:18	8:18	48:18	
Wed 12/06			1:48PM	210/210707 0110//	10:31PM				8:12	8:12	56:30	

Example of Screenshot of a Facility Digital Timecard:



Example Picture of Kronos:



Paychex

Clinicians will receive a Welcome email from Paychex Flex at noreply@paychex.com. This is where you will access your direct deposit information, tax withholding information, and W2 at the end of the year. In the email, you will be prompted to create a password. If you do not receive this email before the first pay day, you should email timesheets@staffreliefinc.com so we can send you a reset password email and get you set up. All Staff Relief clinicians must be set up in Paychex Flex. The login to Paychex Flex can be found below.

Link: https://myapps.paychex.com/landing_remote/login.do?lang=en