

Memorandum

To: All Independent Contractors and Employees
From: Business Office
Re: RECEIVING A PAYMENT IN A TIMELY MANNER

After you have faxed/ mailed your time record to the payroll department you must immediately call and confirm that it has been received.

HealthPro Fax: 516-938-2228

HealthPro Phone: 516-938-1118

Mailing Address: 82 N. Broadway, Suite 202, Hicksville, NY 11801

It is **YOUR** responsibility:

- To make sure that all time records are completely filled out and signed
- Copies of time cards, if applicable, are legible
- All documents are received by payroll
- To read all enclosed HealthPro documents

If you have any questions, please feel free to contact the Payroll Department at 516-938-1118.

Thank you for your kind cooperation.

Business Office
HealthPro Staffing Solutions, LLC.