



Alto Health Care Staffing is pleased to offer our field staff Priority Pay. This pay can be for any shift that you work at Alto Health Care Staffing. You must adhere to the following guidelines to participate in Priority Pay.

1. You must have a Kittrell Card
2. Priority Pay advances 60-70% of your gross income; the remaining percent will have your taxes (for the entire gross) taken out and any insurance premium deductions.
3. The remaining balance due to you will be direct deposited into your own bank account that you have set up or on your Kittrell Card if that is what you use for your weekly direct deposit pay on Friday each week.
4. If you owe any money to Alto due to the fact that your insurance premiums or taxes owed exceed the 30-40% remaining balance, it will be deducted from your next check. Priority Pay won't be an option until the balance due is collected.
5. Priority Pay is available Monday – Friday, excluding Holidays
6. Time Slips are due by 10am to be paid by 5pm that day.
7. You must complete an accurate timeslip and have the ability to take a photo of the timeslip to upload.
8. You must have the Priority Pay Box Checked on the time slip.
9. You must use one time slip per shift.
10. You must upload the timeslip into the WorkForce Portal and match to the correct shift.
11. If you use a time clock at our client facility, you must still clock in and out, and complete a time slip and upload it into WorkForce Portal.
12. If you have any garnishments or child support that will be withheld from your check, you will not be able to use Priority Pay. Or if you are on a Contract with meals or housing, you will not be eligible for PP.
13. Just because you sign up for Priority Pay doesn't mean you have to get advance pay each shift. You may pick and choose which shifts you want Priority pay for.

There is a \$10 fee for a replacement card.

If you are having any issues with your Priority Pay, please contact your recruiter.