



Priority Pay Policy

Alto Health Care Staffing is pleased to offer our field staff Priority Pay. This pay can be for any shift that you work for Alto Health Care Staffing (some facilities are excluded due to facility needs). You must adhere to the following guidelines to participate in Priority Pay.

1. You must sign up for a Virtual Kittrell Card that you will download onto your phone wallet. Reach out to payroll to sign up for your virtual card at payroll@altostaffing.com
2. Timeslips are due the day of the end of your shift. Weekly timeslips are not available for Priority Pay.
3. Priority Pay advances 70% of your gross earnings; the remaining amount will be used to pay for your taxes withheld or other deductions taken out. Any remaining balance due to you will be directly deposited into your bank account that you have set up in Paychex.
4. If you owe any money to Alto due to the fact that your taxes or other deductions owed exceed the 30% remaining balance, it will be deducted from your next check. Priority Pay will not be an option until the balance due is collected.
5. If your timeslip is rejected, you will not be eligible for Priority Pay for that shift.
6. Priority Pay payments are made Monday – Friday, excluding Holidays.
7. Time Slips are due by 10 am to be paid by 4 pm that day.
8. You must clock in and out on the Job Diva App and select “Priority Pay” after clocking out for your shift and before submitting.
9. If you use a time clock at our client facility, you can still follow step 7 to receive priority pay. You will have to use the time clock at the facility in conjunction with Job Diva. (some facilities are exempt from Priority Pay).
10. Each shift, you must select “Priority Pay” if you want to receive it for that shift. Signing up does not mean you will receive “Priority Pay” for your shift. You must select it for each shift.
11. If you have any garnishments or child support that will be withheld from your check, you will not be eligible for Priority Pay.
12. No timeslips that are emailed, faxed, or dropped off in the office are eligible for Priority Pay. Priority Pay is only allowed when clocking in and out on the Job Diva App.