

# RexVital Care Staffing Solutions

## Payroll & Billing Process

### Overview

RexVital Care Staffing Solutions ensures a seamless payroll and billing process designed for accuracy, transparency, and timely payments. Our system allows facilities to focus on patient care while we handle staffing logistics and compensation.

### Step 1: Shift Completion

Assigned healthcare professionals complete their scheduled shifts in accordance with facility policies and RexVital standards.

### Step 2: Time Tracking & Submission

Staff submit hours via digital or approved paper timesheets including employee name, facility/unit, dates, hours worked, and supervisor approval.

### Step 3: Facility Approval

Facility verifies and approves hours. Discrepancies must be reported within 48 hours.

### Step 4: Payroll Processing

RexVital processes payroll weekly. Employees are paid every Friday via direct deposit. Overtime applies after 40 hours per week.

### Step 5: Invoice Generation

Invoices are generated from approved timesheets including staff details, hours worked, rates, and total due.

### Step 6: Billing & Delivery

Invoices are issued weekly and delivered via email or billing system.

### Step 7: Payment Terms

Payment terms are Net 30 days. Accepted methods include ACH or business check.

### Step 8: Late Payments

Late payments may incur a 1.5% monthly interest fee and may affect future staffing services.

### Key Notes for Facilities

Timely approval ensures accurate billing and on-time payroll. RexVital maintains compliance with all payroll and employment regulations.

### **Contact Information**

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