



Pathways

Wellness Program

Pathways Staff Payment Details

1. All staff must have a current ACH Form and W-9 – included in your New Hire Packet. Also listed on the [Staff Clinic Forms Page](#).
2. All Staff are paid as Independent Contractors once a month.
3. Timecards are to be completed in Shiftboard by 5PM on the last day of the month. Refer to the [PowerPoint Training](#) on the [Staff Clinic Forms Page](#) to review how to complete your timecards.
4. **Timecards will be processed by the 15th of the month** following shifts, per the Independent Contractor Agreement. (usually within the first 3 days of the following month)
5. Timecards not submitted on time are permitted to be sent via email to Compliance@pathwayswellnessprogram.com for payment later in the month or in the next month's pay. Please include reasoning why the timecards were not done correctly or in a timely manner.
6. You will receive an email version of your timecard
7. As an independent contractor, you have a choice to track your expenses as deductions from your W-9 income. If you choose to not do this, and to be reimbursed by Pathways, please list your Expense on the Independent Contractor Expense Sheet, found on [the Staff Clinic Forms Page](#). The Expense sheet must be typed into and [emailed](#) to be reimbursed. Expense may be reimbursed as follows:
 - a. Mileage: Paid after 15 miles from your home at .50/mile reimbursement
 - b. Parking: accompanied by a receipt and listed, by client, on the expense sheet
 - c. Tolls: accompanied by a receipt and listed, by client, on the expense sheet