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## Reporting Hours Worked

Using the client's phone to electronically record your hours worked is a legal time sheet. By using the client's phone to clock in and out caregivers are acknowledging that those times are accurate and reflect actual start and end times; therefore, effective November 12, 2006, Visiting Angels will use, without question, the times reported electronically.

Caregivers whose electronic clock in or clock out time (by using the client's phone) does not reflect their actual start or end times may still notify the office before the following Monday of the start or end date. Notification of start or end time inaccuracies after Monday will require a signed timesheet by the employee and the client.

If you have any questions you may contact your supervisor or submit an email to [feedback@VisitingAngelsWA.com](mailto:feedback@VisitingAngelsWA.com) with a subject of "Reporting Hours Worked."

## Pay Stub Changes

We are upgrading our QuickBooks software and with that will come a minor change in how your pay checks are printed. The most notable change is that we will no longer print your entire social security number and will instead only print the last four digits.

This change is a result of the feedback we have received from several caregivers expressing concern over their social security number being displayed online. In spite of our confidence in our websites security, we have eliminated the need for the employee's entire social security number.

Pay checks received after October 20, 2006, will no longer display any portion of your social security number.

## Social Security Numbers On The Website

On October 4, 2006, all paystubs on the website were updated and no longer include social security numbers. Visiting Angels will no longer display social security numbers on paystubs nor on the website.

Thank you to everyone who communicated their concerns over this issue. We apologize that it took so long to find a solution.

*Visiting Angels posts job position openings online at [www.VisitingAngelsWA.com](http://www.VisitingAngelsWA.com)*

## Key Facts About Influenza

The flu is a contagious respiratory illness caused by influenza viruses which is best prevented by getting a flu vaccination each year. Symptoms include: (1) *fever*, (2) *headache*, (3) *extreme tiredness*, (4) *dry cough*, (5) *sore throat*, (6) *runny or stuffy nose*, (7) *muscle aches*, (8) *stomach symptoms such as nausea or vomiting*, and (9) *diarrhea*.

Influenza viruses spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Frequent hand-washing is your best defense in preventing the spread of influenza.

October or November is the best time to get vaccinated, but getting vaccinated in December or even later can still be beneficial since most influenza activity occurs in January or later in most years.

People who are at a high risk for complications from the flu and people who live with or care for people who are at a high risk for complications, are encouraged to seek a vaccine. High risk persons include:

- Children 6 months to 5 years,
- Pregnant women,
- People age 50 and older
- People with certain chronic medical conditions, and
- Diabetics.

## Feedback

We want to encourage feedback from any employee who has something they want to share. For those of you that may be unaware, you may email us at anytime with suggestions, comments, or newsletter ideas at [feedback@VisitingAngelsWA.com](mailto:feedback@VisitingAngelsWA.com).

Although we are unable to respond to every email, we do read each one.

## The Move Is Complete

The paint is dried, the floors are down, and the power is on. After several weeks cramped into a small trailer, the Everett office team moved into their new location with great anticipation.

There is still some work to be done, however. The bathrooms are getting a facelift and the break room needs some appliances installed. But for the most part the office is up and running.

We would love for you to stop by and say "Hello." Come by anytime!  
The address is 2532 Wetmore Avenue in Everett.

## Direct Deposit Update

We are stilling working out some minor details before rolling out direct deposit. This is a high priority for us and we are shooting for a January roll out. We will keep you posted.

Visiting Angels

Bellingham (360) 671-8388 • Burlington (360) 707-2074 • Everett (425) 348-9914

*Do you like puzzles?*

*Fill in the grid so that every row, every column, and every 3x3 box contains the digits 1 through 9*

	1		6	7			4
	4	2					
8	7		3			6	
	8			7			2
			8	9	3		
	3			6			1
		8			6		4 5
						1	7
4			9	8		6	