



RESTORING HOPE, LLC

IMPORTANT: Relief Records Instructions

- **Please note that RELIEF RECORDS are due the 5th of EVERY Month (for the previous month's relief) if they are not submitted by the 5th, we may not be able to process until the next payroll processing**
- Relief records need to be emailed to Restoring Hope at payroll@werestorehope.com
- We process payroll on the 15th and direct deposits are available within 24-48 hours (depending on your bank)
- We prefer you send your relief records as a PDF document please see the TIPS sheet for instructions on how to do that
- If you email your relief records in you will receive a confirmation email from the payroll email that lets you know we rec'd them, if you DO NOT it is your responsibility to contact us and confirm they were rec'd. (if you send them on the 4th or 5th it may take us 24 hours to get back to you as we have a lot to process)
- Be aware that *Therap* is not related to payroll processing, *Therap* is where you track your attendance with the client and the **RELIEF RECORD** is how you get paid. **YOU MUST DO BOTH for Relief time.**

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