



## **Relief Vet Guide**

This is for temporary/contract (1099) employees (not paid through Paycom) who are not full-time employees through WellHaven.

We have assembled some documents to make this process a little easier to manage on short notice, hopefully for everyone involved. It includes:

- 1- W9- which we require for payment
- 2- An ACH form- if they prefer to be paid electronically
- 3- Fillable invoice template- for if they do not have one of their own
- 4- A Basic Agreement Form- so that we know basic information about the relief vet on file. (Rate of pay, if you have their insurance information, their Tax ID and DVM license information, without us having to store all that information, but knowing what it is and that we have it)

Please have the relief vet submit their invoices to you for review and approval before leaving the clinic, and not to Accounts Payable, they can "cc" us if they would like to track the status, but we cannot do anything with the invoices before they are approved. Invoices need to be reviewed by PM and/or the DVM to verify the hours and rate of pay before we make the entry.

When a relief vet is submitting an invoice, please tell them to not split time between months if possible. Keep time worked in the same month on one invoice, not multiple months. This will keep it easier for us to enter and for them to know if they have been paid for everything, because we will have to make 2 entries if they submit only one invoice.

Invoices are accepted on a weekly basis from Monday through first thing Friday morning and are paid out on Friday or Monday of the following week.

For any further questions regarding this process please feel free to call 360-450-4856 or email [accountspayable@wellhaven.com](mailto:accountspayable@wellhaven.com)