



Payroll Process

The Wellspring Nurse Source runs payroll weekly. Contractors are paid for approved hours on the Friday of the week following the week the hours are submitted to payroll. For example, contractors starting on Monday, January 4th would turn in a timecard on Monday, January 11th and receive payment on Friday, January 22nd.

Please fill out the Wellspring Nurse Source (or facility) timesheet and return it to Wellspring via email (payroll@wellspringnursesource.com) or via fax (888.247.3137). If your facility has electronic timekeeping please enter your hours in a timely manner for approval. If your facility utilizes paper timesheets, please have your supervisor sign off on your hours before submitting.

Please contact Jay Peirce at 978-887-8785, or email jpeirce@wellspringgrp.com, with any questions.

Thank you for your cooperation.