



## PAYROLL



### PAYROLL CALENDAR

Pay periods will typically cover two weeks, starting on a Friday and ending on a Thursday. Pay for the pay period will be issued on the Friday of the following week.

PERIOD START	PERIOD END	PAY DAY
5/19/2017	6/01/2017	6/09/2017
06/02/2017	06/15/2017	06/23/2017
06/16/2017	06/29/2017	07/07/2017
06/30/2017	07/13/2017	07/21/2017
07/14/2017	07/27/2017	08/04/2017
07/28/2017	08/10/2017	08/18/2017
08/11/2017	08/24/2017	09/01/2017
08/25/2017	09/07/2017	09/15/2017
09/08/2017	09/21/2017	09/29/2017
09/22/2017	09/28/2017	10/06/2017

(Continuing bi-weekly thereafter)

### TIPS FOR ENSURING CORRECT PAYCHECKS

- 1. Know and confirm your schedule.** Confirming your shifts online is mandatory. By doing so, you confirm that you and your staffing department understand your submitted weekly schedule.
- 2. If you need to make changes** to your submitted schedule, call your staffing department for assistance and authorization.
- 3. The Opening shift** may be scheduled prior to the pool opening to allow time for preparation and setup.
- 4. Ensure that any overtime is approved** by your staffing department.
- 5. If, for any reason, you fail to clock-in or out**, please contact the payroll department within 24 hours of the shift.
- 6. Never clock another employee in or out**, utilize a different PIN number, or attempt to utilize an unapproved telephone (such as your cell phone) to clock-in and clock-out. This may be considered payroll fraud and may lead to termination of employment.

### OVERTIME PAY

All overtime must be pre-approved and authorized by the staffing department. We guarantee overtime pay for any hours worked over the standard full-time 40 hour work week. All overtime paid is at 1.5 times your hourly rate.

Area Supervisors do not have the required authorization to approve overtime hours. All lifeguards are only authorized to work the hours and shifts they have been scheduled. Any and all additional hours (including overtime hours) must be pre-approved by your office's Staffing Department.

