



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
05/15/2020	05/28/2020	06/05/2020
05/29/2020	06/11/2020	06/19/2020
06/12/2020	06/25/2020	07/02/2020
06/26/2020	07/09/2020	07/17/2020
07/10/2020	07/23/2020	07/31/2020**
07/24/2020	08/06/2020	08/14/2020
08/07/2020	08/20/2020	08/28/2020
08/21/2020	09/03/2020	09/11/2020
09/04/2020	09/17/2020	09/25/2020
09/18/2020	09/24/2020	10/02/2020*

(Continuing bi-weekly thereafter; *one week period; **3rd pay of the month)

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.