



Payroll Calendar

Pay periods will typically cover two weeks, starting 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
5/05/2017	5/18/2017	5/26/2017
5/19/2017	6/01/2017	6/09/2017
6/2/2017	6/15/2017	6/23/2017
6/16/2017	6/29/2017	7/7/2017
6/30/2017	7/13/2017	7/21/2017
7/14/2017	7/27/2017	8/4/2017
7/28/2017	8/10/2017	8/18/2017
8/11/2017	8/24/2017	9/01/2017
8/25/2017	9/07/2017	9/15/2017

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 you 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 your staffer 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 phone to clock in or out. This may be considered payroll fraud and may lead to termination of employment.