



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
5/18/2018	5/31/2018	6/8/2018
6/1/2018	6/14/2018	6/22/2018
6/15/2018	6/28/2018	7/6/2018
6/29/2018	7/12/2018	7/20/2018
7/13/2018	7/26/2018	8/3/2018
7/27/2018	8/9/2018	8/17/2018
8/10/2018	8/23/2018	8/31/2018
8/24/2018	9/6/2018	9/14/2018

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.