



General Payroll and Pay Date Guidelines

- _____ All questions regarding your paycheck must be directed to the FRE Program Manager first, who then may contact payroll.
 - _____ Pay periods begin at 12:00AM every Monday and end at 11:59PM on Sunday.
 - _____ Regular pay periods are one week in length and are paid bi-weekly.
 - _____ **Due to the unique way each months falls, the need to capture all of the data may result in a specifics pay period being altered. Employees will refer to the pay period dates schedule to ensure that timekeeping is submitted by the required due date.**
 - _____ For each pay period worked, Family Recruited Employee's (FRE's) are required to submit through Dayforce accurate and complete hours with corresponding contact notes according to the above schedule.
 - _____ **Submitting late time and notes violates Imagine!'s timekeeping policy. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.**
 - _____ If an employee does not record hours and contact notes in Dayforce timekeeping system by the due date and time: or if an employee records hours incorrectly (wrong date, wrong service, no contact note) the employee pay may be delayed, or the pay may not be accurate. If this occurs, the employee must:
 - Login to Dayforce and correct the entries by the specified time and date if the pay period is still open for adjustments. If not:
 - Record the accurate time/contact note and contact note format via e-mail or paper time sheet.
 - Then submit the timesheet, notes and a confirmation e-mail to the FRE Program Manager.
 - Once the time sheet and notes are approved, these hours will be paid as "retro pay" on the next regular payroll cycle.
 - Time sheets and contact notes received after the specified due date will be processed with the next regular payroll cycle.
- Example of "retro pay": Timekeeping with contact notes for a previous pay period received by 9AM on Monday December 3rd, 2018 would be paid on January 9th, 2018 pay day.
- Please note: the date the timesheet/notes are RECEIVED by the Program Manager dictates which day they will be paid, not the date they are sent.