

Payroll Schedule 2018

Pay Period Dates			Time and Notes Due into Dayforce		Pay Dates for Employees
Begin Monday	End Sunday	Date Monday		Timecard Lockout	Tuesday (Bi-Weekly)
1/1/2018	through	1/7/2018	1/8/2018	No later than 9:00 AM	1/23/2018
1/8/2018	through	1/14/2018	1/16/2018 (Tues)	No later than 9:00 AM	
1/15/2018	through	1/21/2018	1/22/2018	No later than 9:00 AM	2/6/2018
1/22/2018	through	1/28/2018	1/29/2018	No later than 9:00 AM	
01/29/2018, 01/30/2018, 01/31/2018			2/1/2018	No later than 9:00 AM	
1/29/2018	through	2/4/2018	2/5/2018	No later than 9:00 AM	2/20/2018
2/5/2018	through	2/11/2018	2/12/2018	No later than 9:00 AM	
2/12/2018	through	2/18/2018	02/20/2018 (Tues)	No later than 9:00 AM	3/6/2018
2/19/2018	through	2/25/2018	2/26/2018	No later than 9:00 AM	
2/26/2018	through	3/4/2018	3/5/2018	No later than 9:00 AM	
02/26/2018, 02/27/2018, 02/28/2018			3/1/2018	No later than 9:00 AM	3/20/2018
3/5/2018	through	3/11/2018	3/12/2018	No later than 9:00 AM	
3/12/2018	through	3/18/2018	3/19/2018	No later than 9:00 AM	4/3/2018
3/19/2018	through	3/25/2018	3/26/2018	No later than 9:00 AM	
3/26/2018	through	4/1/2018	4/2/2018	No later than 9:00 AM	4/17/2018
4/2/2018	through	4/8/2018	4/9/2018	No later than 9:00 AM	
4/9/2018	through	4/15/2018	4/16/2018	No later than 9:00 AM	5/1/2018
4/16/2018	through	4/22/2018	4/23/2018	No later than 9:00 AM	
4/23/2018	through	4/29/2018	4/30/2018	No later than 9:00 AM	
4/30/2018			5/1/2018	No later than 9:00 AM	5/15/2018
4/30/2018	through	5/6/2018	5/7/2018	No later than 9:00 AM	
5/7/2018	through	5/13/2018	5/14/2018	No later than 9:00 AM	5/29/2018
5/14/2018	through	5/20/2018	5/21/2018	No later than 9:00 AM	
5/21/2018	through	5/27/2018	05/29/2018 (Tues)	No later than 9:00 AM	6/12/2018
5/28/2018	through	6/3/2018	6/4/2018	No later than 9:00 AM	
6/4/2018	through	6/10/2018	6/11/2018	No later than 9:00 AM	6/26/2018
6/11/2018	through	6/17/2018	6/18/2018	No later than 9:00 AM	
6/18/2018	through	6/24/2018	6/25/2018	No later than 9:00 AM	7/10/2018
6/25/2018	through	7/1/2018	7/2/2018	No later than 9:00 AM	
7/2/2018	through	7/8/2018	7/9/2018	No later than 9:00 AM	7/24/2018
7/9/2018	through	7/15/2018	7/16/2018	No later than 9:00 AM	
7/16/2018	through	7/22/2018	7/23/2018	No later than 9:00 AM	8/7/2018
7/23/2018	through	7/29/2018	7/30/2018	No later than 9:00 AM	
07/30/2018 & 07/31/2018			8/1/2018	No later than 9:00 AM	
7/30/2018	through	8/5/2018	8/6/2018	No later than 9:00 AM	8/21/2018
8/6/2018	through	8/12/2018	8/13/2018	No later than 9:00 AM	
8/13/2018	through	8/19/2018	8/20/2018	No later than 9:00 AM	9/4/2018
8/20/2018	through	8/26/2018	8/27/2018	No later than 9:00 AM	
8/27/2018	through	9/2/2018	9/4/2018 (Tues)	No later than 9:00 AM	9/18/2018
9/3/2018	through	9/9/2018	9/10/2018	No later than 9:00 AM	
9/10/2018	through	9/16/2018	9/17/2018	No later than 9:00 AM	10/2/2018

Staff Signature and Date

Supervisor/Coordinator Signature and Date

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9/17/2018	through	9/23/2018	9/24/2018	No later than	9:00 AM	10/2/2018
9/24/2018	through	9/30/2018	10/1/2018	No later than	9:00 AM	10/16/2018
10/1/2018	through	10/7/2018	10/8/2018	No later than	9:00 AM	10/30/2018
10/8/2018	through	10/14/2018	10/15/2018	No later than	9:00 AM	11/13/2018
10/15/2018	through	10/21/2018	10/22/2018	No later than	9:00 AM	11/27/2018
10/22/2018	through	10/28/2018	10/29/2018	No later than	9:00 AM	12/11/2018
10/29/2018, 10/30/2018, 10/31/2018			11/1/2018	No later than	9:00 AM	12/25/2018
10/29/2018	through	11/4/2018	11/5/2018	No later than	9:00 AM	1/8/2019
11/5/2018	through	11/11/2018	11/12/2018	No later than	9:00 AM	1/22/2019
11/12/2018	through	11/18/2018	11/19/2018	No later than	9:00 AM	
11/19/2018	through	11/25/2018	11/26/2018	No later than	9:00 AM	
11/26/2018	through	12/2/2018	12/3/2018	No later than	9:00 AM	
12/3/2018	through	12/9/2018	12/10/2018	No later than	9:00 AM	
12/10/2018	through	12/16/2018	12/17/2018	No later than	9:00 AM	
12/17/2018	through	12/23/2018	12/24/2018	No later than	9:00 AM	
12/24/2018	through	12/30/2018	12/31/2018	No later than	9:00 AM	
12/31/2018			1/2/2019 (Tues)	No later than	9:00 AM	

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.

Staff Signature and Date

Supervisor/Coordinator Signature and Date

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Staff Signature and Date

Supervisor/Coordinator Signature and Date