

# Payroll Schedule 2019

Unless otherwise specified on the payroll schedule, all time & notes are due into Dayforce on Monday's no later than 9:00AM

| JANUARY |   |   |   |    |    |    | FEBRUARY |    |    |    |    |    |    | MARCH |    |    |    |    |    |    | APRIL |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---------|---|---|---|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| S       | M | T | W | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|         |   | 1 | 2 | 3  | 4  | 5  |          |    | 3  | 4  | 5  | 6  | 7  | 8     | 9  | 10 | 11 | 12 | 13 | 14 | 15    | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6       | 7 | 8 | 9 | 10 | 11 | 12 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 17    | 18 | 19 | 20 | 21 | 22 | 23 | 24    | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| MAY |   |   |   |   |    |    | JUNE |   |   |   |   |   |   | JULY |    |    |    |    |    |    | AUGUST |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-----|---|---|---|---|----|----|------|---|---|---|---|---|---|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| S   | M | T | W | T | F  | S  | S    | M | T | W | T | F | S | S    | M  | T  | W  | T  | F  | S  | S      | M  | T  | W  | T  | F  | S  |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|     |   |   | 1 | 2 | 3  | 4  |      |   |   | 2 | 3 | 4 | 5 | 6    | 7  | 8  | 9  | 10 | 11 | 12 | 13     | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 5   | 6 | 7 | 8 | 9 | 10 | 11 | 2    | 3 | 4 | 5 | 6 | 7 | 8 | 9    | 10 | 11 | 12 | 13 | 14 | 15 | 16     | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 4  | 5  | 6  | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER |    |    |    |    |    |    | OCTOBER |    |    |    |    |    |    | NOVEMBER |    |    |    |    |    |    | DECEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    |    |         |    |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  | 6       | 7  | 8  | 9  | 10 | 11 | 12 | 3        | 4  | 5  | 6  | 7  | 8  | 9  | 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 13      | 14 | 15 | 16 | 17 | 18 | 19 | 10       | 11 | 12 | 13 | 14 | 15 | 16 | 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 20      | 21 | 22 | 23 | 24 | 25 | 26 | 17       | 18 | 19 | 20 | 21 | 22 | 23 | 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 27      | 28 | 29 | 30 | 31 | 24 | 25 | 26       | 27 | 28 | 29 | 30 | 22 | 23 | 24       | 25 | 26 | 27 | 28 |    |    |
| 29        | 30 |    |    |    |    |    |         |    |    |    |    |    | 24 | 25       | 26 | 27 | 28 | 29 | 30 | 29 | 30       | 31 |    |    |    |    |    |

## Imagine! Holidays and Observances

| Date    | Holiday/Observance   | Time & Notes due in by 9:00AM | Payday | Off Schedule Time & Notes due 1st of following month by 9:00AM |
|---------|----------------------|-------------------------------|--------|--|
| Jan 01  | New Years Day (2019) |                               |        |  |
| Jan 21  | M L King Day         |                               |        |  |
| Feb 18  | Presidents Day       |                               |        |  |
| May 27  | Memorial Day         |                               |        |  |
| Jul 4   | Independence Day     |                               |        |  |
| Sept 8  | Labor Day            |                               |        |  |
| Sept 28 | Thanksgiving Day     |                               |        |  |
| Nov 29  | Winter Holiday       |                               |        |  |
| Dec 24  | Winter Holiday       |                               |        |  |
| Dec 25  | Winter Holiday       |                               |        |  |
| Jan 1   | New Years Day (2020) |                               |        |  |



## 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 9:00AM on Monday December 3rd, 2018 would be paid on December 25<sup>th</sup>, 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

\_\_\_\_\_  
Supervisor/Coordinator Signature