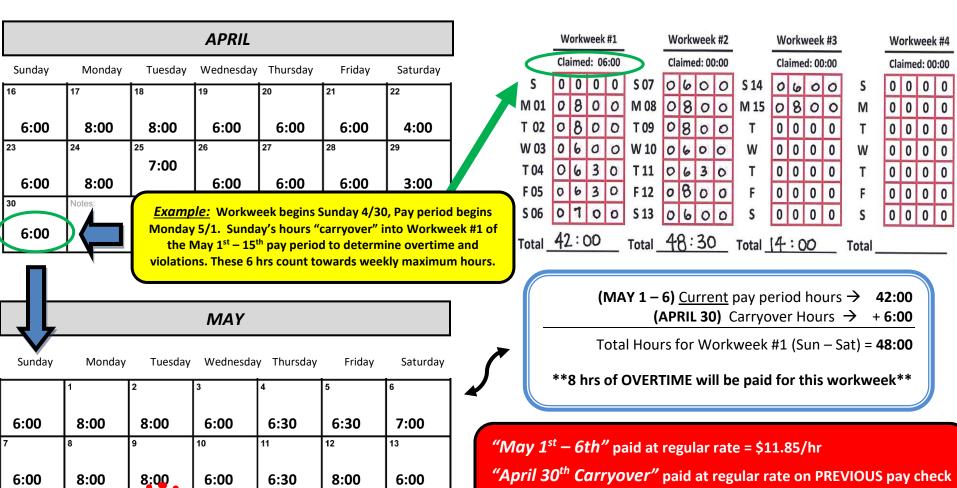
Understanding the Workweek & Pay Period

Make sure you have a way to keep track of the hours you have worked. It is a good idea to have a calendar for this



Workweek Definition

New Pay

Period

6:00

8:00

Sunday @ 12:00 am - Saturday @ 11:59 pm

"April 30th Carryover" paid at regular rate on PREVIOUS pay check
"Overtime Hours" paid at ½ regular rate = \$5.925/hr

Pay Period Definition

1st – 15th AND 16th – last day of month