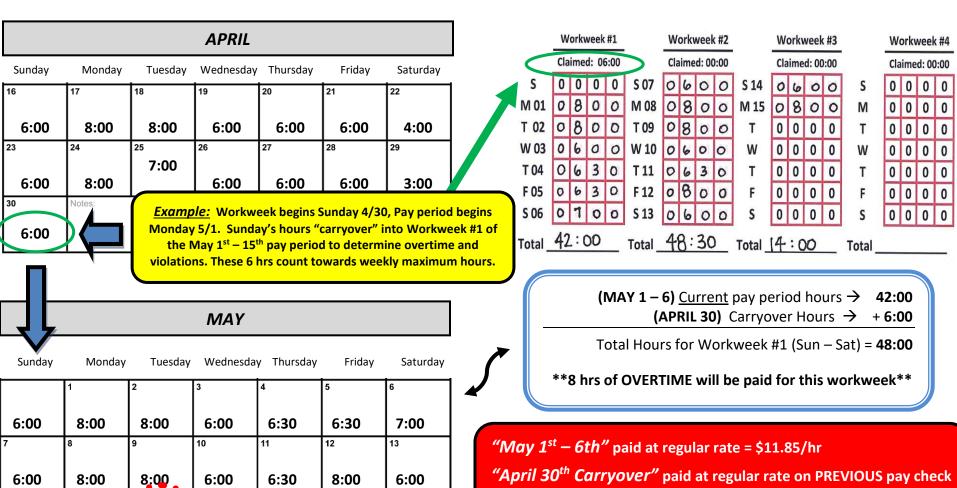
## **Understanding the Workweek & Pay Period**

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

## **Pay Period Definition**

1<sup>st</sup> – 15<sup>th</sup> AND 16<sup>th</sup> – last day of month