

## EAU CLAIRE PARKS AND RECREATION DEPARTMENT

### Calendar Year 2017

#### \*Payroll Procedures for Part-Time and Temporary Employees\*

It is the responsibility of each employee to submit his or her completed timesheet. These are due immediately following your last day of work during that pay period. Late timesheets will be processed for the following payroll. A W-4 for the current year, an I-9 and an application must be on file with the Human Resources Department before an employee is placed on the payroll.

The timesheet must contain the following information:

Employee # .....	You will be issued an employee #. <b>You must put this on your timesheet!</b>
Department/Division .....	<b>CS-Recreation</b> for all recreation positions. Use rate per event for any bi-weekly or per game rates; rate per hour for any hourly wages. If you have worked more than one position or program, use one line for each in the appropriate spaces.
Program #.....	Four digit number listed below.
Total # of Events or Hours.....	Dates must be filled in above hours/events actually worked. Must be in whole or quarter of an hour increments and total must be recorded.
Signature & Date .....	Be sure to sign your timesheet.

#### PAYROLL PERIODS – December 26, 2016 – December 29, 2017

Beginning Date	Ending Date (Time Card Due)	Paid-Friday After 3:00pm
December 26	January 8	January 13
January 9	January 22	January 27
January 23	February 5	February 10
February 6	February 19	February 24
February 20	March 5	March 10
March 6	March 19	March 24
March 20	April 2	April 7
April 3	April 16	April 21
April 17	April 30	May 5
May 1	May 14	May 19
May 15	May 28	June 2
May 29	June 11	June 16
June 12	June 25	June 30

Beginning Date	Ending Date (Time Card Due)	Paid-Friday After 3:00pm
June 26	July 9	July 14
July 10	July 23	July 28
July 24	August 6	August 11
August 7	August 20	August 25
August 21	September 3	September 8
September 4	September 17	September 22
September 18	October 1	October 6
October 2	October 15	October 20
October 16	October 29	November 3
October 30	November 12	November 17
November 13	November 26	December 1
November 27	December 10	December 15
December 11	December 24	December 29

**Remember: Live checks not picked up by 12:00 PM on Monday following the payday will be mailed to the address on the check. Office hours to pick up checks is Mon-Fri 8:00 AM-5:00 PM. All paystubs will be sent electronically via email.**

**Program Codes:**

1562 - Administration	1575 – Carson Concessions	1576 - Recreation Instruction	1577 - Athletics
1578 - Indoor Pool Operations	1579 - Neighborhood Centers	1580 – Special Community Programs (includes Par-te-Rec)	
2390 - Hobbs Ice Center	2395 - Outdoor Pool Operations		