



The Summer 5K Program
Payroll Schedule

Please fax timesheet to **(909) 481-3947**
on Timesheet date due by **5 p.m.**

If your timesheet is received later than 5 p.m.
it will be paid in the next payroll period.

There are NO EXCEPTIONS to this rule!

Payroll Period	Timesheet DUE	Payday
July 5 - July 16	July 16	July 23
July 17 – July 30	July 30	August 6
July 31 – August 13	August 13	August 20
August 14 – August 27	August 27	September 3
August 28 – September 10	September 10	September 17
September 11 – September 24	September 24	October 1

Your paycheck will be mailed to your home.

Do not exceed 8 hours per day, 40 hours per week.

Timesheets must be signed by participant *and* supervisor for processing.

Supervisor Evaluation *must* be completed for processing.