

America Reads

SPRING 2012 HOURLY BIWEEKLY PAYROLL CALENDAR

<i>Pay Period Ends On</i>	<i>Tutor Logs Must be faxed by</i>	<i>Pay Date</i>
Wednesday, Jan 25	NOON on Thursday, Jan 26	2/3/12
Wednesday, Feb 8	NOON on Thursday, Feb 9	2/17/12
Wednesday, Feb 22	NOON on Thursday, Feb 23	3/2/12
Wednesday, March 7	NOON on Thursday, Mar 8	3/16/12
Wednesday, March 21	NOON on Thursday, Mar 22	3/30/12
Wednesday, April 4	NOON on Thursday, Apr 5	4/13/12
Wednesday, April 18	NOON on Thursday, Apr 19	4/27/12
Wednesday, May 2	NOON on Thursday, May 3	5/11/12

IMPORTANT INFORMATION

- 1.) Use a new line each new day and for each student or group assisted. DO NOT include sessions from **different pay periods on the same sheet.**
- 2.) Tutor Logs must be signed and dated by the student and the Supervisor/Teacher, Principal, or authorized representative. Tutor Logs without signatures or initials will NOT be processed by OSFA. Do not pre-sign or pre-date tutor logs. ANY changes made to the tutor logs MUST be initialed by the Teacher, Principal, or other school representative.
- 3.) ALL Tutor Logs must be submitted to the Administrator or Administrative Assistant in each school. The school will fax all Tutor Logs to OSFA on or before the due dates listed on the payroll calendar. Tutor logs must be faxed to (706)542-8217 from the school. Tutor logs received after the due date will not be processed until the next pay period. A late tutor log may cause up to a four week delay in the student=s paycheck.

*** FAX (706) 542-8217 ***