

Northern TRIBS Swimming, Inc.

c/o Joshua Jock
 3 Garvin Ave. Apt. 4
 Massena, N.Y. 13662
 (518) 524 – 1295
www.goTRIBS.org

Payroll Claim Form

Employee: _____

Please complete by filling in the hours for which you worked bi-weekly and submit according to the pay cycle on the bottom.

Start Date: _____ End Date: _____

Week One	Time In	Time Out	Total Hrs.	Week Two	Time In	Time Out	Total Hrs.
Monday				Monday			
Tuesday				Tuesday			
Wednesday				Wednesday			
Thursday				Thursday			
Friday				Friday			
Saturday				Saturday			
Sunday				Sunday			
Weekly Total				Weekly Total			

Total Hours (Bi-weekly): _____

Signature: _____ Date: _____

SHORT COURSE SEASON: APRIL 24, 2016 – AUGUST 27, 2016

Pay cycle: time sheets are due according to the dates below in **bold** and will be paid out by the next date in **bold**

- April 24 - **May 07**
- May 08 - **May 21**
- May 22 - **June 04**
- June 05 - **June 18**
- June 19 - **July 02**
- July 03 - **July 16**
- July 17 - **July 30**
- July 31 - **August 13**
- August 14 - **August 27**