

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 Name: _____

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: SEPTEMBER 11, 2017 – APRIL 8, 2018

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

September 11 – **September 24**
 September 25 – **October 8**
 October 9 – **October 22**
 October 23 – **November 5**
 November 6 – **November 19**

November 20 – **December 3**
 December 4 – **December 17**
 December 18 – **December 31**
 January 1 – **January 14**
 January 15 – **January 28**

January 29 – **February 11**
 February 12 – **February 25**
 February 26 – **March 11**
 March 12 – **March 25**
 March 26 – **April 8**