

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 10, 2018 – APRIL 7, 2019

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 10 – **September 23**
 September 24 – **October 7**
 October 8 – **October 21**
 October 22 – **November 4**
 November 5 – **November 18**

November 19 – **December 2**
 December 3 – **December 16**
 December 17 – **December 30**
 December 31 – **January 13**
 January 14 – **January 27**

January 28 – **February 10**
 February 11 – **February 24**
 February 25 – **March 10**
 March 11 – **March 24**
 March 25 – **April 7**