

# Northern TRIBS Swimming, Inc.

c/o Joshua Jock  
 3 Garvin Ave. Apt. 4  
 Massena, N.Y. 13662  
 (518) 524 – 1295  
[www.goTRIBS.org](http://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.
<b>Monday</b>				<b>Monday</b>			
<b>Tuesday</b>				<b>Tuesday</b>			
<b>Wednesday</b>				<b>Wednesday</b>			
<b>Thursday</b>				<b>Thursday</b>			
<b>Friday</b>				<b>Friday</b>			
<b>Saturday</b>				<b>Saturday</b>			
<b>Sunday</b>				<b>Sunday</b>			
Weekly Total				Weekly Total			

Total Hours (Bi-weekly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SHORT COURSE SEASON: SEPTEMBER 9, 2019 – APRIL 7, 2020

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 9 – **September 22**  
 September 23 – **October 6**  
 October 7 – **October 20**  
 October 21 – **November 3**  
 November 4 – **November 17**

November 18 – **December 1**  
 December 2 – **December 15**  
 December 16 – **December 29**  
 December 30 – **January 12**  
 January 13 – **January 26**

January 27 – **February 09**  
 February 10 – **February 23**  
 February 24 – **March 8**  
 March 9 – **March 22**  
 March 23 – **April 5**