

PAYROLL RECORD 2018



PARKS & RECREATION
ROMEO-WASHINGTON-BRUCE
 361 MORTON STREET
 ROMEO MI 48065
 (586) 752-6543
 FAX (586) 752-1118

PAYROLL RECORDS ARE DUE **FRIDAY** BY 5:00 P.M.
 TO MARY JO BOMMARITO, ACCOUNTANT
bommaritom@rwbparksrec.org or to your supervisor

EFFECTIVE DATE _____
 SUPVR APPROVAL _____
 NEW HIRE _____
 ADD/CHANGE _____

 OTHER _____

EMPLOYEE _____

PHONE _____

DAY	DATE	START TIME	END TIME	HRS WORKED MINUS BREAKS	JOB DESCRIPTION	SUPV. APPROV

FOR OFFICE USE ONLY



TOTAL HOURS WORKED

ACCOUNT NUMBER	SEQUENCE	HOURLY RATE	HOURS	TOTAL

GROSS TAXABLE EARNINGS \$ _____

PAY NO. _____ CHECK DATE _____ DIRECTOR APPROVAL _____

ROMEO-WASHINGTON-BRUCE PARKS AND RECREATION

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2018 PAYROLL CALENDAR

PAY PERIOD WORKED	TIME SHEET DUE	PAY DAY	PAY NO.
DEC 16- DEC 29*	Fri Dec 22*	FRI JAN 05	01
DEC 30- JAN 12	FRI JAN 12	FRI JAN 19	02
JAN 13 - JAN 26	FRI JAN 26	FRI FEB 2	03
JAN 27 - FEB 09	FRI FEB 09	FRI FEB 16	04
FEB 10 - FEB 23	FRI FEB 23	FRI MAR 2	05
FEB 24 - MAR 09	FRI MAR 09	FRI MAR 16	06
MAR 10 - MAR 23	FRI MAR 23	FRI MAR 30	07
MAR 24 - APR 6	FRI APR 6	FRI APR 13	08
APR 7 - APR 20	FRI APR 20	FRI APRIL 27	09
APR 21 - MAY 4	FRI MAY 4	FRI MAY 11	10
MAY 5 - MAY 18	FRI MAY 18	FRI MAY 25	11
MAY 19 - JUN 1	FRI JUN 1	FRI JUNE 08	12
JUN 2 - JUN 15	FRI JUN 15	FRI JUNE 22	13
JUN 16 - JUN 29	FRI JUN 29	FRI JULY 6	14
JUN 30 - JUL 13	FRI JULY 13	FRI JULY 20	15
JUL 14 - JUL 27	FRI JUL 27	FRI AUG 3	16
JULY 28 - AUG 10	FRI AUG 10	FRI AUG 17	17
AUG 11 - AUG 24	FRI AUG 24	FRI AUG 31	18
AUG 25 - SEP 7	FRI SEP 7	FRI SEPT 14	19
SEP 08 - SEPT 21	FRI SEPT 21	FRI SEPT 28	20
SEPT 22 - OCT 5	FRI OCT 5	FRI OCT 12	21
OCT 6 - OCT 19	FRI OCT 19	FRI OCT 26	22
OCT 20 - NOV 2	FRI NOV 2	FRI NOV 09	23
NOV 3 - NOV 16	FRI NOV 16	**FRI NOV 23	24
NOV 17 - NOV 30	FRI NOV 30	FRI DEC 7	25
DEC 2 - DEC 14	FRI DEC 14	FRI DEC 21	26

*Timesheets due early as offices are closed from Dec 23 thru Jan 1, 2018.

**We are closed Thursday and Friday for the holiday; you may pick up your check stub on Wednesday.



Payroll stubs are available on paydays after 2:00 pm & before 5:00 pm (usually Friday). If you have any questions, please ask anyone in the Parks and Recreation office - we are happy to help!

Timesheets are always available in the office or on our website, www.rwbparksrec.org.

You may fax your timesheet to us at (586) 752-1118 or mail or email to :

R o m e o - W a s h i n g t o n - B r u c e P a r k s & R e c r e a t i o n

Attention: Mary Jo Bommarito
bommaritom@rwbparksrec.org
 payrollcalendar2016.doc

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 Romeo MI 48065