

# PAYROLL RECORD 2017

PAYROLL RECORDS ARE DUE **FRIDAY** BY 5:00 P.M.  
TO MARY JO BOMMARITO, ACCOUNTANT  
[bommaritom@rvbparksrec.org](mailto:bommaritom@rvbparksrec.org) or to your supervisor

EFFECTIVE DATE \_\_\_\_\_  
SUPVR APPROVAL \_\_\_\_\_  
( ) NEW HIRE \_\_\_\_\_  
( ) ADD/CHANGE \_\_\_\_\_  
( ) OTHER \_\_\_\_\_



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

**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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## 2017 PAYROLL CALENDAR

PAY PERIOD WORKED	TIME SHEET DUE	PAY DAY	PAY NO.
DEC 17- DEC 30	MON DEC 23	FRI JAN 6	01
DEC 31 - JAN 13	FRI JAN 13	FRI JAN 20	02
JAN 14 - JAN 27	FRI JAN 27	FRI FEB 3	03
JAN 28 - FEB 10	FRI FEB 10	FRI FEB 17	04
FEB 11 - FEB 24	FRI FEB 24	FRI MAR 3	05
FEB 25 - MAR 10	FRI MAR 10	FRI MAR 17	06
MAR 11 - MAR 24	FRI MAR 24	FRI MARCH 31	07
MAR 25 - APR 7	FRI APR 7	**FRI APR 14	08
APR 8 - APR 21	FRI APR 21	FRI APRIL 28	09
APR 22 - MAY 5	FRI MAY 5	FRI MAY 12	10
MAY 6 - MAY 19	FRI MAY 19	FRI MAY 26	11
MAY 20 - JUN 2	FRI JUN 2	FRI JUNE 9	12
JUN 3 - JUN 16	FRI JUN 16	FRI JUNE 23	13
JUN 17 - JUN 30	FRI JUNE 30	FRI JULY 7	14
JUL 1 - JUL 14	FRI JULY 14	FRI JULY 21	15
JUL 15 - JUL 28	FRI JUL 28	FRI AUG 4	16
JULY 29 - AUG 11	FRI AUG 11	FRI AUG 18	17
AUG 12 - AUG 25	FRI AUG 25	FRI SEPT 1	18
AUG 26 - SEP 8	FRI SEP 8	FRI SEPT 15	19
SEP 9- SEPT 22	FRI SEPT 22	FRI SEPT 29	20
SEPT 23 - OCT 6	FRI OCT 6	FRI OCT 13	21
OCT 7 - OCT 20	FRI OCT 20	FRI OCT 27	22
OCT 21 - NOV 3	FRI NOV 3	FRI NOV 10	23
NOV 4 - NOV 17	FRI NOV 17	*FRI NOV 24	24
NOV 18 - DEC 1	FRI DEC 1	FRI DEC 8	25
DEC 2 - DEC 15	FRI DEC 15	FRI DEC 22	26
DEC 16 - DEC 29	FRI DEC 22	FRI JAN 5	01

\*We are closed Thursday and Friday for the holiday, however pay date is Friday Nov. 24, 2017

\*\*We are closed for the holiday, however pay date is April 14, 2017



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](http://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](mailto:bommaritom@rwbparksrec.org)  
 payrollcalendar2017.doc

361 Morton  
 Romeo MI 48065