

# WHO WANTS TO GET PAID!!!

Please read the important information below to make sure you are paid correctly!

- Timecards are due **EVERY** Friday by midnight for hours worked Saturday – Friday.
- Our pay date is **EVERY** Friday for the previous work week.

SUN	MON	TUE	WED	THU	FRI
Jun 25	26	27	28	29	30
DAYS WORKED - START DAY - JULY 1 END DAY - JULY 7 PAYCHECK DAY - JULY 14					
2	3	4	5	6	7
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9	10	11	12	13	14
			PAYDAY →		
17	18	19	20	21	
23	24	25	26	27	28
30	31	Aug 1	2	3	4

- Example – pay date 07/14/17 will be for hours worked Saturday 07/01/17- Friday 07/07/17
- Work days are Midnight – 11:59 pm
- If you work more than **6** hours, a lunch break of at least **30** minutes is required
  - **Please enter .30 for a 30-minute break (not .50)**
  - For one-hour lunch break enter 1.0
  - **Don't forget to add your breaks for every day you worked!!**
- Timecards are for hours worked only, please do not add any mileage/expenses as those are not paid thru payroll. Please contact your Staffing Associate if you have any.
- Pay date is every Friday and will either be uploaded on your rapid! pay card or in your bank account.

**\* You cannot skip a lunch break if coming in late or leaving early if you work more than 6 hours!!!**

Should you have any questions please do not hesitate to ask your Staffing Associate or our payroll department.

Payroll email - [payroll@renoirstaffing.com](mailto:payroll@renoirstaffing.com)

Payroll phone - (510)903-2516

Thank you and Welcome to Renoir!!!