Overtime Athletics - Payroll Practices

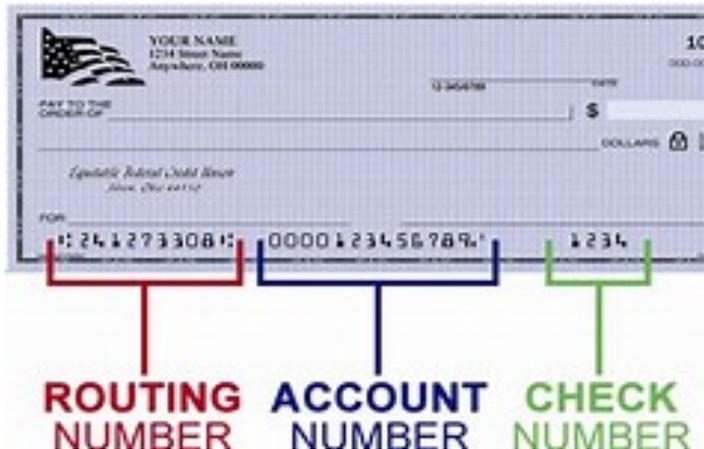## Pay Periods:

1. Employees are paid twice per month – OTA operates on a "semi-monthly" payroll schedule.

2. Pay day is always the 15th and Last Day of the Month
   - If you have direct deposit, your pay is immediately distributed into your account on these days.
   - If you do not have direct deposit, the paper checks get mailed out from the Office on these days (which means it will take a few days for the post office to deliver your paycheck to you)

3. The pay periods are listed in the TIMESHEET email reminder that you will receive each time the timesheets are due
   - These pay periods always range from the 25th – 9th OR the 10th – 24th
   - The hours you submit should always be those worked within the pay periods listed

Direct Deposit:

Here are the appropriate steps for setting up Direct Deposit with OTA:

1. Obtain a check for the appropriate account you would like your paycheck to be directly deposited into.
2. If you do not have a check, you will need to contact your bank and obtain your Transit/Routing Number and your Account Number.
3. Contact your Supervisor once you have the information.
4. Provide the Transit/Routing Number (9-digit number usually in the bottom left of your check) and your Account Number.
5. You should then be all set and will never have to wait for a check to arrive in the mail ever again.
6. If you do not have Direct Deposit, your paycheck will take up to 6 days from the issue date (15th or last day of the month) to arrive via mail.

IMPORTANT NOTE Once you submit your Direct Deposit information, it can take a pay period before Direct Deposit activates, in which case you will be issued a paper check.

Payroll Company:

1. Overtime Athletics does not process payroll in our office, like most companies we use a payroll company to process employee paychecks

2. The company we use is ADP

3. When you are registered with payroll as a new hire, you should receive an email alert from "ADP Run" notifying you of your account

4. The email alert contains a link (www.myAccess.adp.com) where you can go and sign up (and sign in) to have access to your payroll details (contact info, deductions, paystubs, etc.)

TIMESHEETS:

How to Submit a Timesheet. Please use the following steps when submitting a timesheet:

1. You will receive an e-mail reminder each pay period with a timesheet template.
2. Below is an example of how you should fill out the timesheet template.
3. When you receive the timesheet email, hit reply, and then fill in the timesheet.

Pay Period:	October 10-24

Name of School	Program	Date	Hours
Parkway Elementary	Sports Spectacular	10/12/20	1.5
Hindley Elementary	Basketball	10/13/20	1.5
Colvin Run Elementary	Jump Rope	10/14/20	1.5
Riverside Elementary	Sports Spectacular	10/15/20	1.5

Total Hours:	6.0

Comments:	

4. Make sure your hours are totaled at the bottom.
5. Fill out any necessary information under comments
    - i.e. Stayed late on 10/14 due to late parent pickup
6. Hit send

Important Note OTA scheduling software generates the proper payroll amount for each employee based on our Master Schedule. If there are discrepancies between the amount the scheduling software has calculated and what you submitted, we will follow up with you before your payroll can be approved. Instructors are responsible for keeping proper track of their programming hours.