

# MONTHLY PAYROLL CALENDAR

EMPLOYEE NAME	PROPERTY #	PROPERTY NAME
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- All salaried employees are required to submit a Monthly Payroll Calendar each month.
- Write corresponding dates in the small boxes of the calendar. Begin with the 18<sup>th</sup> of each month and end with the 17<sup>th</sup> of the following month.
- Record your actual number of hours worked each day during your normal work week beginning on the 18<sup>th</sup> of the current month through the 17<sup>th</sup> of the next month.
- Identify any vacation by entering a "V" on vacation days.
- Fax Attn: PAYROLL, 503-555-1212 by the 18<sup>th</sup> of each month.

**FROM** MONTH / YEAR: \_\_\_\_\_ **THROUGH** MONTH / YEAR: \_\_\_\_\_

SUN	MON	TUE	WED	THU	FRI	SAT

I certify that the hours recorded on this record are complete and correct for the period indicated.

Employee's Signature	Manager's Approval (Signature)	Property Manager Approval (Signature)
Date	Date	Date

FAX TO 503-555-1212