

GOODWILL OF COLORADO PAY DATE SCHEDULE - 2021

PAY PERIOD START	PAY PERIOD END	PAYDAY	PAY NUMBER	INSURANCE EXPENSED
December 27, 2020	January 9, 2021	January 15, 2021	1	January-21
January 10, 2021	January 23, 2021	January 29, 2021	2	
January 24, 2021	February 6, 2021	February 12, 2021	3	February-21
February 7, 2021	February 20, 2021	February 26, 2021	4	
February 21, 2021	March 6, 2021	March 12, 2021	5	March-21
March 7, 2021	March 20, 2021	March 26, 2021	6	
March 21, 2021	April 3, 2021	April 9, 2021	7	April-21
April 4, 2021	April 17, 2021	April 23, 2021	8	
April 18, 2021	May 1, 2021	May 7, 2021	9	May-21
May 2, 2021	May 15, 2021	May 21, 2021	10	
May 16, 2021	May 29, 2021	June 4, 2021	11	June-21
May 30, 2021	June 12, 2021	June 18, 2021	12	
June 13, 2021	June 26, 2021	July 2, 2021	13	July-21
June 27, 2021	July 10, 2021	July 16, 2021	14	
July 11, 2021	July 24, 2021	July 30, 2021	15	
July 25, 2021	August 7, 2021	August 13, 2021	16	August-21
August 8, 2021	August 21, 2021	August 27, 2021	17	
August 22, 2021	September 4, 2021	September 10, 2021	18	September-21
September 5, 2021	September 18, 2021	September 24, 2021	19	
September 19, 2021	October 2, 2021	October 8, 2021	20	October-21
October 3, 2021	October 16, 2021	October 22, 2021	21	
October 17, 2021	October 30, 2021	November 5, 2021	22	November-21
October 31, 2021	November 13, 2021	November 19, 2021	23	
November 14, 2021	November 27, 2021	December 3, 2021	24	December-2
November 28, 2021	December 11, 2021	December 17, 2021	25	
December 12, 2021	December 25, 2021	December 31, 2021	26	

Holiday during payroll week: **SHORTER DEADLINES IN EFFECT**

GOODWILL'S

Payroll Policies & Procedures

1. Time Keeping

- A. Discuss your time keeping method with your supervisor.
- B. Overtime occurs after you **physically** work over 40 hours in a work week OR over 12 hours in a workday. Paid time off (i.e. holiday and vacation) is **not** time worked for overtime purposes.
- C. All time worked must be paid, do not work off the clock, do not clock out before you are done working. You must be clocked out during your meal break.

2. Pay Statements Copies, Employment Verifications, ETC.

- A. Payroll and Human Resources require **24-48 hours' notice** to fulfill any requests for pay history, employment verifications, or similar requests.
- A. Send Employment Verifications to: HRHelpdesk@goodwillcolorado.org
- B. Be prepared to show a photo ID when picking anything up from Human Resources and Payroll.

3. Paperless Pay Statements & Electronic W-2

- A. **Sign-up for Paperless Pay Statements.** Log-in to <https://N23.UltiPro.com>, select Pay under Myself heading and Change Pay Statement Preference (right-hand side).
- B. **Sign-up for Electronic W-2 (Tax Form) Delivery.** Log-in to <https://N23.UltiPro.com>, select Pay under Myself heading and Change W-2 Consent Form.

4. Name & Address Update

- A. For tax, communication, and emergency purposes it is crucial that you keep your name, address, and phone number up to date.
- B. **You can update this information by logging into <https://N23.UltiPro.com>, select Name, Address, and Telephone under Myself heading.**
- C. Please keep us updated on your contact information. If you move after leaving Goodwill, please let us know where you want your tax forms mailed.

5. Preferred Pay Methods (Direct Deposit/U.S. Bank Focus Paycard are preferred paperless methods)

- A. Paper paychecks can be cashed free of charge at any **BBVA Compass Bank** location.
- B. **Direct Deposit** - to your checking, savings, or money market accounts. Your first paycheck will pre-note (you will need to cash it), your second one will go into your account. To expedite your direct deposit, please provide payroll with a voided check.
- C. The **U.S. Bank Focus Card** is a Visa debit card. Speak with your manager or Payroll regarding this option. No fees if you use U.S. Bank ATMs only.