

GOODWILL OF COLORADO
PAY DATE SCHEDULE - 2022

| PAY PERIOD START | PAY PERIOD END | PAYDAY | PAY NUMBER | INSURANCE EXPENSED |
|-------------------------|-----------------------|--------------------|-------------------|---------------------------|
| December 26, 2021 | January 8, 2022 | January 14, 2022 | 1 | January-22 |
| January 9, 2022 | January 22, 2022 | January 28, 2022 | 2 | |
| January 23, 2021 | February 5, 2022 | February 11, 2022 | 3 | February-22 |
| February 6, 2022 | February 19, 2022 | February 25, 2022 | 4 | |
| February 20, 2022 | March 5, 2022 | March 11, 2022 | 5 | March-22 |
| March 6, 2022 | March 19, 2022 | March 25, 2022 | 6 | |
| March 20, 2022 | April 2, 2022 | April 8, 2022 | 7 | April-22 |
| April 3, 2022 | April 16, 2022 | April 22, 2022 | 8 | |
| April 17, 2022 | April 30, 2022 | May 6, 2022 | 9 | May-22 |
| May 1, 2022 | May 14, 2022 | May 20, 2022 | 10 | |
| May 15, 2022 | May 28, 2022 | June 3, 2022 | 11 | June-22 |
| May 29, 2022 | June 11, 2022 | June 17, 2022 | 12 | |
| June 12, 2022 | June 25, 2022 | July 1, 2022 | 13 | July-22 |
| June 26, 2022 | July 9, 2021 | July 15, 2022 | 14 | |
| July 10, 2022 | July 23, 2022 | July 29, 2022 | 15 | |
| July 24, 2022 | August 6, 2022 | August 12, 2022 | 16 | August-22 |
| August 7, 2022 | August 20, 2022 | August 26, 2022 | 17 | |
| August 21, 2022 | September 3, 2022 | September 9, 2022 | 18 | September-22 |
| September 4, 2022 | September 17, 2022 | September 23, 2022 | 19 | |
| September 18, 2022 | October 1, 2022 | October 7, 2022 | 20 | October-22 |
| October 2, 2022 | October 15, 2022 | October 21, 2022 | 21 | |
| October 16, 2022 | October 29, 2022 | November 4, 2022 | 22 | November-22 |
| October 30, 2022 | November 12, 2022 | November 18, 2022 | 23 | |
| November 13, 2022 | November 26, 2022 | December 2, 2022 | 24 | December-22 |
| November 27, 2022 | December 10, 2022 | December 16, 2022 | 25 | |
| December 11, 2022 | December 24, 2022 | December 30, 2022 | 26 | |

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

Goodwill of Colorado

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.
- b) Send Employment Verifications to: HRHelpdesk@goodwillcolorado.org or visit <https://www.verificationmanager.com/>
- c) 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>, go to 'Menu', 'Myself', 'Pay', under 'Things I Can Do' select 'Change Pay Statement Preference'.
- b) **Sign-up for Electronic W-2.** Log-in to <https://N23.UltiPro.com>, go to 'Menu', 'Myself', 'Pay', and under 'Things I Can Do' select 'Change W-2 Consent Form'.

4. Name & Address Update:

- a) For taxes, communication, and emergency purposes it is crucial that you keep your name, address, phone number, and emergency contacts up-to-date.
 - You can update this information by logging into <https://N23.UltiPro.com>, select 'Menu', 'Myself', 'Personal', 'Name, Address, and Telephone', under 'Things I Can Do' select 'Change Name, Address, or Telephone'.
- b) Please keep your contact information updated even after leaving Goodwill (we will need to know where to send your tax forms via US Mail).

5. Preferred Pay Methods (Direct Deposit, Pay Card are the preferred paperless pay methods):

- a) Paper paychecks can be cashed free of charge at any **PNC Bank** location.
- b) **Direct Deposit** - to your checking, savings, or money market accounts. **Your first paycheck will pre-note (you will receive a paper check)**, your second paycheck will go into your account.
- c) The **U.S. Bank Focus Card or Global Cash Card** is a Visa debit card provided by Goodwill for Direct Deposit of your paycheck. Speak with your Manager or Payroll regarding this option.

If you have any questions or concerns, please contact the HRHelpdesk@goodwillcolorado.org.

