
IMPORTANT NOTICE

December Payroll Timeline

To: All Participants and Community Service Sites

This Notice provides additional information and clarity for Experience Works' (EW) December payroll timeline. The last payroll issued by EW for 2020 will be 12/26/2020. (A calendar with important dates is included below.)

No participants will be authorized to work between 12/27/2020 and 12/31/2020.

Please note: To make up wages that would have been earned between 12/27/2020 and 12/31/2020, and ensure participants experience no loss of pay, EW increased participant hours on November 24, 2020. **The increase in hours is temporary, the new grantee will inform you of the hours they will be authorizing beginning on January 1, 2021.**

- ALL time sheets for payroll period end date 12/26/2020 must be submitted to Experience Works no later than 12:00 Noon EST on Monday 12/28/2020.
- You will be paid on Thursday, 12/31/2020 using the same method you have received previous payments (snail mail or direct deposit,
- All checks will be dated 12/31/2020 to ensure participants will get their W2s in January 2021 for wages earned in 2020.

If you have any questions, please call your Employment & Training Coordinator.

Effective January 1, 2021 you will work with the new grantee for your area per their payroll instructions.

Thank you for your cooperation. It has been a pleasure working with you through the Senior Community Service Employment Program. Here's wishing you continued success in the program and a very happy and safe holiday season!

Authorized by:
Sally A. Boofer
President & CEO

December 2020

Sun

Mon

Tue

Wed

Thu

Fri

Sat

		1	2	3	4	5 Pay Period Ends
6 Pay Period Starts	7	8 Time Sheets Due by 12:00 Noon ET	9	10 	11 PAID	12
13	14	15	16	17	18	19 Pay Period Ends
20 Pay Period Starts	21 Time Sheets Due by 5:00 PM ET	22	23	24 PAID	25 	26 Pay Period Ends
27	28 Time Sheets Due by 12:00 Noon ET	29	30	31 PAID		

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