

**We MUST have your SIGNED TIMESHEET faxed over by 5:00 p.m. each Friday. If we do not, you cannot be paid until the next pay period. There are no exceptions to this deadline.**

- Paychecks are issued every other Friday contingent on timely receipt of signed timesheet.
- If eligible, overtime is paid at the rate of 1 1/2 times your pay rate for the assignment you have worked overtime. Overtime is any hours over 40 for the week. Work weeks run from Sunday to Saturday. If you are eligible for holiday pay, please note that it does not count towards overtime pay.
- Please read all information included with your paycheck for changes in payroll due to holidays.
- You may fax your hours into the office for which you work:

**RICHMOND**  
804-282-2652

**NORFOLK**  
757-627-7834

**NORTHERN VIRGINIA**  
877-282-2652

**RALEIGH**  
919-573-6036

**\$ = PAYDAY      X = HOLIDAY/OFFICE CLOSED**

## Pay Calendar for 2009

**January 2009**

S	M	T	W	T	F	S
				X	\$	3
4	5	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	22	23	24
25	26	27	28	29	\$	31

**February 2009**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	18	20	21
22	23	24	25	26	\$	28

**March 2009**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30	31				

**April 2009**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29	30		

**May 2009**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	\$	9
10	11	12	13	14	15	16
17	18	19	20	21	\$	23
24	X	26	27	28	29	30
31						

**June 2009**

S	M	T	W	T	F	S
	1	2	3	4	\$	6
7	8	9	10	11	12	13
14	15	16	17	18	\$	20
21	22	23	24	25	26	27
28	29	30				

**July 2009**

S	M	T	W	T	F	S
			1	\$	X	4
5	6	7	8	9	10	11
12	13	14	15	16	\$	18
19	20	21	22	23	24	25
26	27	28	29	30	\$	

**August 2009**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	\$	15
16	17	18	19	20	21	22
23	24	25	26	27	\$	29
30	31					

**September 2009**

S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	\$	12
13	14	15	16	17	18	19
20	21	22	23	24	\$	26
27	28	29	30			

**October 2009**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	\$	24
25	26	27	28	29	30	31

**November 2009**

S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	18	\$	21
22	23	24	25	X	X	28
29	30					

**December 2009**

S	M	T	W	T	F	S
		1	2	3	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	\$	19
20	21	22	23	X	X	26
27	28	29	30	31		

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**NORFOLK • 300 East Main Street • Suite 450 • Norfolk • VA • 23510 • (757) 627-3700 • fax (757) 627-7834**  
**RALEIGH • 3737 Glenwood Ave • Suite 100 • Raleigh • NC • 27612 • (919) 573-6030 • fax (919) 573-6036**