

**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 2010

**January 2010**

S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	\$	16
17	18	19	20	21	22	23
24	25	26	27	28	\$	30
31						

**February 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28						

**March 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28	29	30	31			

**April 2010**

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	

**May 2010**

S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	\$	22
23	24	25	26	27	28	29
30	X					

**June 2010**

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	24	25	26
27	28	29	30			

**July 2010**

S	M	T	W	T	F	S
				1	\$	3
4	X	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	22	23	24
25	26	27	28	29	\$	31

**August 2010**

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				

**September 2010**

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

**October 2010**

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	25	26	27	28	29	30
31						

**November 2010**

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	X	X	27
28	29	30				

**December 2010**

S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	\$	18
19	20	21	22	23	X	25
26	27	28	29	30	\$	