Understanding a Work Week vs. a Payroll Period

What is a Work Week?
A week that begins Sunday at 12:00 a.m. (midnight) and ends each Saturday at 11:59 p.m.

What is a Payroll Period?
A payroll period is the 1st of the month through the 15th of the month and the 16th of the month through the last day of the month. A payroll period and work week will sometimes overlap.

How do I know if I am complying with the service plan hours?
You and your Customer may wish to plan your service hours on a calendar. Remember: a calendar week is a work week.