



UNDERSTANDING A WORK WEEK VERSES A PAYROLL PERIOD

Understanding a Work Week vs. a Payroll Period

HSP CALENDAR						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
The Work Week - Sunday at 12:00am through Saturday at 11:59pm						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
The Payroll Period - the 1st- 15th and the 16th - last day of the month.						
27	28	29	30	The payroll period and the work week sometimes overlap		

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.