It is important to complete HR orientation and annual trainings. If this is not completed, it may result in not being paid during a current pay period.

**TIME DATA ENTRY IS YOUR RESPONSIBILITY.** By the end of each pay period make certain you enter your timecard into ADP. Complete overtime notations in ADP by the end of your shift. If this is not completed your paycheck will be delayed.

- Overtime must be pre-approved. Overtime is hours worked over 8 hours in a day and/or worked over 40 hours in a week.
- Sick leave 3 days or more requires a doctor’s slip.

**YOU MUST BE IN PAID STATUS THE FULL DAY BEFORE AND THE FULL DAY AFTER TO BE ELIGIBLE FOR THE HOLIDAY**

Visit the FNA Website for events, forms, job openings and more: www.fairbanksnative.org

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**REMINDERS**

**January**
- 6 Pay Day
- 13 Pay Day
- 19 Pay Day
- 31 Pay Day

**February**
- 3 Pay Day
- 10 Pay Day
- 17 Pay Day
- 24 Pay Day

**March**
- 4 Pay Day
- 11 Pay Day
- 18 Pay Day
- 25 Pay Day

**April**
- 1 Pay Day
- 8 Pay Day
- 15 Pay Day
- 22 Pay Day

**May**
- 5 Pay Day
- 12 Pay Day
- 19 Pay Day
- 26 Pay Day

**June**
- 2 Pay Day
- 9 Pay Day
- 16 Pay Day
- 23 Pay Day

**July**
- 1 Pay Day
- 8 Pay Day
- 15 Pay Day
- 22 Pay Day

**August**
- 5 Pay Day
- 12 Pay Day
- 19 Pay Day
- 26 Pay Day

**September**
- 2 Pay Day
- 9 Pay Day
- 16 Pay Day
- 23 Pay Day

**October**
- 3 Pay Day
- 10 Pay Day
- 17 Pay Day
- 24 Pay Day

**November**
- 1 Pay Day
- 8 Pay Day
- 15 Pay Day
- 22 Pay Day

**December**
- 5 Pay Day
- 12 Pay Day
- 19 Pay Day
- 26 Pay Day