

SummerWorks 2020: Get Paid!

To get paid, you must enter the hours you have worked into the SummerWorks Payroll website. You also must enter the hours you are at Career Labs. **Hours are due EVERY Sunday for the previous week.**

You are paid every other Monday. You will be paid only if you have entered hours for the previous week. You may not work more than 8 hours per day or 40 hours per week. Your total hours for the summer may not be more than 160 hours.

1

Login to the payroll website!

Go to: www.SummerWorksPayroll.org

Enter your login name and password. You created this login and password during your Hiring Workshop. If you need help, contact your coach.

2

Enter your hours!

Click on the tab that reads: Time Sheets

You will see a list of weeks.

- Find the week you worked and click the “Add” button. You will see a row of weekdays.
- Enter the hours you worked in the box below each weekday. Hours must be entered in 15-minute increments.

»15 minutes = .25 »30 minutes = .50 »45 minutes = .75

The website does not let you enter anything else. If you work hours that are not in 15-minute increments, round to the nearest 15-minute increment. For example, if you work 4 hours and 13 minutes on Monday, enter 4.25 in the Monday box for 4 hours and 15 minutes. If you work 5 hours and 47 minutes on Thursday, enter 5.75 in the Thursday box for 5 hours and 45 minutes.

Remember to click SAVE when you are finished!

3

Get your money!

During your Hiring Workshop, you selected either direct deposit or VISA pay card. Funds will appear in your bank account or on your pay card every other Monday (if you entered hours for the previous week). To check the amount you earned, click on the payroll website tab that reads: Pay.

For tips on how to use your VISA pay card, visit its website: www.paychekplus.com.

To learn more about SummerWorks payroll, watch the 5-minute video on the login page at www.SummerWorksPayroll.org.

PAYDAYS!

Every Other Monday

Oct. 26
Nov. 9
Nov. 23
Dec. 7
Dec. 21
Jan. 4

GET HELP! 503-478-7378 | help@SummerWorksPDX.org