

ATLANTA URBAN CORPS
Payroll Schedule and Instructions

All Urban Corps interns will be paid bi-weekly as is set forth in the following schedule:

<u>Period Beginning</u>	<u>Period Ending</u>	<u>Date of Disbursement</u>
June 2	June 9	June 18
June 10	June 23	July 2
June 24	July 7	July 16
July 8	July 21	July 30
July 22	August 4	August 13
August 5	August 18	August 27
August 19	September 1	September 10

Interns who begin on June 16 will be paid July 2 for work time accumulated prior to the close of business June 23.

Time cards must be turned in to Steve Mwamba or Mac Rabb in Room 7 of the Audit Department in the basement of the Atlanta City Hall, 68 Mitchell Street, S.W., by 12:00 o'clock noon on the last day of each pay period in order for the payee to receive compensation on the above listed dates of disbursement. Supervisors should anticipate the number of hours interns will work between 12:00 noon and the close of business on the last day of each pay period and include it on the time cards.

Paychecks for interns assigned to Agencies other than Governmental Departments of the City of Atlanta are to be picked up between the hours of 12:00 noon and 5:00 p.m., on the above listed dates of disbursement in the Atlanta Urban Corps office, 30 Courtland Street, N.E., by Agency Supervisors or their designated representative, who present to the Payroll Auditor written authorizations from each payee represented.

Any questions regarding the above procedure or problems arising therefrom should be directed to:

Mac Rabb, Payroll Auditor
Room 7, City Hall Audit Dept.
Phone - 522-4463 Ext 405

or

Steve Mwamba, Payroll Auditor
Room 7, City Hall Audit Dept.
Phone - 522-4463 Ext 405

Cooperation in this matter will facilitate efficiency and will most assuredly be appreciated.

Inmond L. Deen, Jr.
Fiscal Director
Atlanta Urban Corps
524-8094