

EAU CLAIRE PARKS AND RECREATION DEPARTMENT

Calendar Year 2026

Payroll Procedures for Part-Time and Temporary Employees

It is the responsibility of each employee to submit his or her completed timesheet. These are due immediately following your last day of work during that pay period. Late time sheets will be processed for the following payroll. A W-4 for the current year, an I-9 and an application must be on file with Human Resources before an employee is placed on the payroll.

The timesheet must contain the following information:

- Employee # You will be issued an employee #. **You must put this on your timesheet!**
- Department/Division **CS-Recreation** for all recreation positions. Use rate per event for any bi-weekly or per game rates; rate per hour for any hourly wages. If you have worked more than one position or program, use one line for each in the appropriate spaces.
- Program #..... Four-digit number listed below.
- Total # of Events or Hours..... Dates must be filled in above hours/events actually worked. Must be in whole or quarter of an hour increments and total must be recorded.
- Signature & Date Be sure to sign your timesheet.

PAYROLL PERIODS – January 2, 2026 – January 1, 2027

Beginning Date	Ending Date (Timesheet Due)	Paid-Friday
December 15	December 28	January 2
December 29	January 11	January 16
January 12	January 25	January 30
January 26	February 8	February 13
February 9	February 22	February 27
February 23	March 8	March 13
March 9	March 22	March 27
March 23	April 5	April 10
April 6	April 19	April 24
April 20	May 3	May 8
May 4	May 17	May 22
May 18	May 31	June 5
June 1	June 14	June 19
June 15	June 28	July 3

Beginning Date	Ending Date (Timesheet Due)	Paid-Friday
June 29	July 12	July 17
July 13	July 26	July 31
July 27	August 9	August 14
August 10	August 23	August 28
August 24	September 6	September 11
September 7	September 20	September 25
September 21	October 4	October 9
October 5	October 18	October 23
October 19	November 1	November 6
November 2	November 15	November 20
November 16	November 29	December 4
November 30	December 13	December 18
December 14	December 27	January 1

Program Codes:

1562 – Administration	1578 - Indoor Pool Operations	2390 – Hobbs Ice Arena
1575 - Carson Concessions	1579 - Neighborhood Centers	2391 – Hobbs Ice Arena Concessions
1576 - Recreation Instruction	1580 – Special Community Programs	2395 - Outdoor Pool Operations
1577 - Athletics		2396 – Outdoor Pool Concessions