

Payday

Payday here at APC happens twice per month. You will be paid semimonthly on the 15th of the month and the 30th of the month*. Payroll schedules are available in BambooHR Files>Payroll or you can request a copy from your supervisor.

*When our payday is a holiday, you normally will be paid on the last working day before the holiday. If our payday is a Saturday, you normally will be paid on Friday. If our payday is a Sunday, you normally will be paid on Monday, provided it falls in the same calendar month. If it does not, you will be paid on the preceding Friday.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error. Pay stubs can be obtained online from Paylocity (see Direct Deposit and Pay Stubs).