**Orion Payroll Schedule**

Orion Consortium Employees are paid on a bimonthly basis.

Payroll is processed through the 15th and the last day of the month, after all employee hours are logged in and submitted. Hours from the 15th and last day of the month are included in the pay period.

**Payroll run on the 15th of the month will be deposited on or before the 21st.**

**Payroll run on the last day of the month will be deposited on or before the 7th.**

*By signing this form, you acknowledge that you have read and understand the Orion Consortium payroll schedule.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_