

# EARLY-START TEEN INTERN PAY SCHEDULE

## HOW TO GET PAID:

**For a teen to receive pay, they must complete and submit the following information:**

- 1. Attend on-site I-9 Employment Verification with the People & Culture Team before the first day of program. Turn in electronic W-4 forms on ADP Workforce Now.
- 2. Clear the SSN/IRS and address verification  
\*New and updated SSN/IRS Verifications will be processed **every Thursday**.
- 3. Submit a signed Parent Program Acknowledgment, Consent and Release Form **(PACR)**.
- 4. Submit a completed Teen Program Acknowledgment, Consent and Release Form **(Waiver)**.
- 5. Attendance Policy:
  - There are no maximum absences. Interns will receive pay for the hours worked.

## HOW MUCH AM I GETTING PAID?

TEEN INTERNS ARE PAID \$15.80 PER HOUR.

## WHEN AM I GETTING PAID?

Period	Period Dates	Deadline to Enter Forms/SSN	Deadline to Enter Attendance in Cityspan	Pay Date
<b>P1</b>	12/24 - 1/6	Wed. Jan 3	Sun. Jan 7	Fri. Jan 12
<b>P2</b>	1/7 - 1/20	Wed. Jan 17	Sun. Jan 21	Fri. Jan 26
<b>P3</b>	1/21 - 2/3	Wed. Jan 31	Sun. Feb 4	Fri. Feb 9
<b>P4</b>	2/4 - 2/17	Wed. Feb 14	Sun. Feb 18	Fri. Feb 23
<b>P5</b>	2/18 - 3/2	Wed. Feb 28	Sun. Mar 3	Fri. Mar 8
<b>P6</b>	3/3 - 3/16	Wed. Mar 13	Sun. Mar 17	Fri. Mar 22
<b>P7</b>	3/17 - 3/30	Wed. Mar 27	Sun. Mar 31	Fri. Apr 5
<b>P8</b>	3/31 - 4/13	Wed. Apr 10	Sun. Apr 14	Fri. Apr 19
<b>P9</b>	4/14 - 4/27	Wed. Apr 24	Sun. Apr 28	Fri. May 3
<b>P10</b>	4/28 - 5/11	Wed. May 8	Sun. May 12	Fri. May 17
<b>P11</b>	5/12 - 5/25	Wed. May 22	Sun. May 26	Fri. May 31
<b>P12</b>	5/26 - 5/31	Wed. Jun 5	Fri. May 31	Fri. Jun 14

## WHAT IF I DIDN'T GET PAID?

If you did not get paid on payday because of missing teen checklist items, please check your dashboard at [afterschoolmatters.org/teens/apply](https://afterschoolmatters.org/teens/apply).

## NEED STIPEND HELP?

Call 312-768-5199 or fill out the Contact-Us form on our website.