

# 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? **\*TEENS MUST BE 16 + TO PARTICIPATE**

Period	Period Dates	Deadline to Enter Forms/SSN	Deadline to Enter Attendance in Cityspan	Pay Date
<b>P1</b>	2/18 - 3/2	Wed. 2/28	Sun. 3/3	Fri. 3/8
<b>P2</b>	3/3 - 3/16	Wed. 3/13	Sun. 3/17	Fri. 3/22
<b>P3</b>	3/17 - 3/30	Wed. 3/27	Sun. 3/31	Fri. 4/5
<b>P4</b>	3/31 - 4/13	Wed. 4/10	Sun. 4/14	Fri. 4/19
<b>P5</b>	4/14 - 4/27	Wed. 4/24	Sun. 4/28	Fri. 5/3
<b>P6</b>	4/28 - 5/11	Wed. 5/8	Sun. 5/12	Fri. 5/17
<b>Final Corrections</b>	5/12 - 5/25	Wed. 5/22	Sun. 5/26	Fri. 5/31

## 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 a Contact-Us form on our website.