

# SUMMER 2024 TEEN INTERN PAY SCHEDULE

## HOW TO GET PAID:

To receive pay, you must complete and submit the following information:

### **First Time-Interns**

- Attend on-site I-9 Employment Verification with the People & Culture Team **before** your first day of program. **Proper Employment Verification Documents are Required.**
- Turn in electronic W-4 forms on ADP Workforce Now.
- Clear IRS and address verification. **New and updated SSN/IRS Verifications will be processed every Thursday.**

### **Returning Interns**

- Submit a signed Parent Program Acknowledgment, Consent and Release Form (**PACR**).
  - Submit a completed Teen Program Acknowledgment, Consent and Release Form (**Waiver**).
- There are no maximum absences. Interns will receive pay for the hours worked.

**TEENS MUST BE 16 + TO PARTICIPATE**

## HOW MUCH AM I GETTING PAID?

TEEN INTERNS ARE PAID \$15.80 PER HOUR BEFORE TAXES.

## WHEN AM I GETTING PAID?

Period	Period Dates	Deadline to Enter Forms/SSN	Deadline to Enter Attendance in Cityspan	Pay Date
<b>P1</b>	6/2 - 6/15	Wed. Jun 12	Sun. Jun 16	Fri. Jun 21
<b>P2</b>	6/16 - 6/29	Wed. Jun 26	Sun. Jun 30	Fri. Jul 5
<b>P3</b>	6/30 - 7/13	Wed. Jul 10	Sun. Jul 14	Fri. Jul 19
<b>P4</b>	7/14 - 7/27	Wed. Jul 24	Sun. Jul 28	Fri. Aug 2
<b>P5</b>	7/28 - 8/10	Wed. Aug 7	Sun. Aug 11	Fri. Aug 16
<b>Final Corrections</b>	8/11 - 8/23	Wed. Aug 21	Fri. Aug 23	Fri. Aug 30

## 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.