

**OTRBG**

**Pay Periods and Due Dates**

OTRBG runs payroll bi-monthly. This means the first pay period runs from the 1st through the 15th of the month. The second pay period runs from the 16th to the last day of each month.

Hours entered into AutoVisit need to be approved by guardians by the 2nd and 17th of each month at 5 p.m.

Pay day is the 6th and 21st of each month. If pay day falls on a weekend (Saturday or Sunday) you will be paid on the Friday before the regularly scheduled pay day.

\*If hours are not approved by guardians on time, we cannot guarantee that you will be paid on time.