



Payroll and Hiring Reporting

STEP 1

- Estimate coaches' hours for the ENTIRE season considering such things as:
 - Practice hours
 - Meet Prep (home)
 - Meets
 - Pentathlon (not all coaches attend)
 - **Champs*(see below for estimating champs)**
 - Required meetings (all coaches hiring training and social events from ISL will be "optional" so if you are going to require they attend, you will have to pay them). There will be a few trainings offered, but one should suffice and will take 2 hours. All info will be made available online/electronically as well).
- Social events (if you require they be there)

STEP 2

PAID COACHES

- Complete HIRING PACKET and REPORT COACHING STAFF TO JODY
 - Application
 - Offer
 - Signed Employee Policies Page
 - Statement of Information

VOLUNTEER COACHES

- Application
- Signed Volunteer Policies Page

SEND JODY KILLION COMPLETED COACHES
ROSTER SHEET TO
COACHES@IRVINESWIMLEAGUE.ORG

STEP 3

FUNDING PAYROLL

Due Date 5/15/17

- Submit ONE check to the ISL for total payroll including 9.95% payroll tax
- Use Team Payroll/Bonus Worksheet found at www.irvineswimleague.org > Forms> Team Tools> Treasurer
- Include OVERTIME pay for Champs (coaches will be required to take a 30 minute UNPAID lunch. Based on a 10-hour workday (7am-5pm), coaches will be paid, 8 hours regular pay, 1.5 hours overtime (1 ½ times their hourly rate) for a total of 9.5 hours paid.

FUNDING BONUS

Due Date 7/26/17 – NO EXCEPTIONS
Report Bonus

RECONCILING PAY

- Payroll is reported bi-weekly. If you find you have UNDERESTIMATED your payroll at any point during the season, please submit additional monies.
- If you OVERFUND payroll, the league will issue a refund AFTER all checks have been reconciled.

STEP 4

IMPORTANT DATES

PAY PERIODS

May 30- June 10 (11 days)

June 12 – June 24 (12 days)

June 26 – July 8 (10 days – excludes Monday, July 3 and Tuesday, July 4)

July 10 – July 22 (12 days)

July 24 – August 4 (12 days)

PAYROLL REPORTING DATES (please report by 6pm on these dates)

Sunday, June 11

Sunday, June 25

Sunday, July 9

Sunday, July 23

Sunday, July 30 (will need to estimate final week's hours)

PAY DATES

June 16

June 30

July 14

July 28

August 4

August 5 – BONUS CHECKS ISSUED – LIVE CHECKS

No Direct Deposits

REPORTING PAYROLL

- Coaches hours **MUST** be tracked **DAILY**
- Coaches **MUST** initial/sign off on hours weekly (or bi-weekly)-Suggested you do this on Saturday/Swim Meet days
- Designated Team Member **MUST** report total hours for 2 week period by 6pm on **PAYROLL REPORTING DATE** (see above) using Team Template provided to each team ahead of first payroll – SEE SAMPLE BELOW

COACH	HOURLY RATE	HOURS (2 WEEK PAY PERIOD)	TOTAL GROSS PAY
COACH A	\$16.75	50	\$837.50
COACH B	\$14.00	42	\$588.00
COACH C	\$14.00	30	\$420.00
COACH D	\$12.00	30	\$360.00
COACH E	\$10.50	30	\$315.00

- Time Sheets must accompany Bi-Weekly reporting (scan/email)
- Payroll is submitted Monday Mornings by 10am, so all dates and times are **FIRM**