

Payroll Information

Work Comp Questions:

At the end of each calendar quarter (March, June, September & December) you will be asked to turn in your hours. The hours are used to figure out our work comp insurance rates. The hours need to be broken down into the following categories:

Flight – time actually spent in an airplane

Shop – time worked in the shop setting

Classroom & PD – This includes class time, prep and PD done on your “paid time.” Partnership development done away from your place of employment is not counted.

The specific hours need to be documented and sent to the Proclaim office, along with totals for each of the categories.

Pay Schedule:

Employees are paid twice monthly, on the 1st and 15th OR the first business day AFTER.

Independent Contractors are paid once monthly, by the 15th OR the first business day AFTER.

It takes two business days for the funds to reach the account.

You will receive an email message when pay is processed.

Direct Deposit:

Proclaim pays all employees and independent contractors via direct deposit. Please provide a voided check to Kim!