



Frequently Asked Payroll Questions

- 1. How much will I be paid?**
Minimum Wage
- 2. How many hours can I work?**
This is based on your case but never to exceed 40 hours a week.
- 3. When do I get paid?**
Every other Thursday. Please refer to the Payroll Schedule to see what day your timesheet is due, and when payday is.
- 4. How will I be paid?**
Your money will be direct deposited into your bank account.
- 5. Do I get paid for my breaks and lunch?**
No. You are only paid for the hours you are working.
- 6. How do I turn in my timesheet?**
You will scan and email it to Payroll.cinow@gmail.com or provide it to your job coach if you are in the CSEP program. It must be received by 5 pm on the date it is due which is listed on your Payroll Schedule. You should keep your original timesheet for your records.
- 7. What if I forgot to email my timesheet on the correct day? Can I turn it in late?**
Yes, you may still turn in your timesheet, BUT your timesheet will be held until the next pay period when it will be paid.
- 8. I emailed my timesheet. Can I call to make sure you got it?**
Yes, you may call (909) 481-0270. Career Institute is closed Friday-Sunday. You may call the Monday after your timesheet is due. Office hours are 8:30 – 4:00 Mon - Thurs
- 9. I don't like my training site. Can I be moved to a new site?**
No, not all training sites are ideal; please make every effort you can. This is a learning experience. If you are being asked to do inappropriate tasks not listed on your training description, speak with your training supervisor. Because there are limited training sites, changing to a new site will be difficult and time consuming.
- 10. I have a concern regarding my Training Supervisor. What should I do?**
Speak first with your Training Supervisor. Make every effort to resolve the issue. If you are still experiencing concerns, speak with your Career Mentor.
- 11. Do I get sick time or vacation time?**
No.

12. What if I want to take a few days off for vacation?

Discuss it first with your Training Supervisor. If they agree to let you have unpaid time off, you may take a day(s) off. Remember, you are only paid for days you work.

13. I had an accident/was injured while at the training site, what should I do?

If it is an emergency, go to the nearest medical facility with your Training Supervisor. If it is not an emergency, call your Career Mentor. They will come to the training site and take an incident report. You will not be paid for any time off due to illness or injury. Career Institute may only pay you for hours you work. It is against the law to say you are hurt when you are not. There are very serious fines and punishments for falsifying a claim.

14. What if I need specialized shoes, uniform, tools for my training site?

Please let your supervisor know, they will provide those for you.

15. What if I have an excusable (medical emergency for yourself or family member) reason for not attending my training site that day?

Call your supervisor as soon as you know you will not be able to report to your training site. Then call your Career Mentor.

16. What if I miss the bus or my car won't start?

Call your supervisor to let them know you will be late. Take the next available bus or ask a friend or family member to give you a ride. Do what it takes to get to your training site.

17. Can my training experience be terminated early?

Yes. If you are late multiple times, have multiple absences, have performance issues, non-compliance issues, falsified your timesheet, stole or vandalized property at your training site, etc.; you may be asked to leave the training program.

18. Can I be put on another training site if my previous experience was terminated?

No, this is our only training site.

19. Could I be hired at my training site?

It is possible that you could be. It is your responsibility to become the best asset you can. However, it is not our agreement with the training site that they hire you.

20. When my training experience is completed, will the Career Institute help me find a job?

We hope that once your training experience is complete, you will have the knowledge to find a job on your own. You have gained valuable skills and abilities from your training experience to give you courage to interview well and become a valuable employee.

21. Are there other programs I can enroll in once this program is done?

It is possible. Please check with Career Institute

22. Will I be drug-tested?

We might do drug tests before you begin your training experience, or random drug testing,

23. Can I apply for Unemployment once my training experience is complete?

If you are required to apply as part of your Medical/Medicaid regulation, then comply with those regulations. If not, please know that this is a training program and you are, you will not be approved for unemployment. Unemployment is only received by employees working at a job. You were not working at a job; you were on a training site. Please do not waste your time filling out the forms, the state worker's time processing the forms, and the Career Institute's time denying the application.

24. What is the on-site monitoring visit?

This is done every time you turn in your timesheet. It is included on the timesheet.