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Gebruder Weiss, USA is on a bi-weekly one week in arrears pay cycle. Each new pay cycle begins on Monday and ends on Sunday. Paychecks will be transmitted via direct deposit every other Friday to account elected by employee.

PAY PERIOD	BI-WEEKLY PAY PERIOD MONDAY- SUNDAY WORK WEEK		TIME CARD APPROVAL & PAYROLL CHANGES DEADLINE (6:00 PM ET)	CHECK DATE
1	12/24/2018	01/06/2019	01/07/2019	01/11/2019
2	01/07/2019	01/20/2019	01/21/2019	01/25/2019
3	01/21/2019	02/03/2019	02/04/2019	02/08/2019
4	02/04/2019	02/17/2019	02/18/2019	02/22/2019
5	02/18/2019	03/03/2019	03/04/2019	03/08/2019
6	03/04/2019	03/17/2019	03/18/2019	03/22/2019
7	03/18/2019	03/31/2019	04/01/2019	04/05/2019
8	04/01/2019	04/14/2019	04/15/2019	04/19/2019
9	04/15/2019	04/28/2019	04/29/2019	05/03/2019
10	04/29/2019	05/12/2019	05/13/2019	05/17/2019
11	05/13/2019	05/26/2019	05/27/2019	05/31/2019
12	05/27/2019	06/09/2019	06/10/2019	06/14/2019
13	06/10/2019	06/23/2019	06/24/2019	06/28/2019
14	06/24/2019	07/07/2019	07/08/2019	07/12/2019
15	07/08/2019	07/21/2019	07/22/2019	07/26/2019
16	07/22/2019	08/04/2019	08/05/2019	08/09/2019
17	08/05/2019	08/18/2019	08/19/2019	08/23/2019
18	08/19/2019	09/01/2019	09/02/2019	09/06/2019
19	09/02/2019	09/15/2019	09/16/2019	09/20/2019
20	09/16/2019	09/29/2019	09/30/2019	10/04/2019
21	09/30/2019	10/13/2019	10/14/2019	10/18/2019
22	10/14/2019	10/27/2019	10/28/2019	11/01/2019
23	10/28/2019	11/10/2019	11/11/2019	11/15/2019
24	11/11/2019	11/24/2019	11/25/2019	11/29/2019
25	11/25/2019	12/08/2019	12/09/2019	12/13/2019
26	12/09/2019	12/22/2019	12/23/2019	12/27/2019

It is the employee's responsibility to request vacation, floating holidays, birthdays, and sick time in the Paycor Online System prior to taking the day off and by the deadline outlined above.

It is the direct Manager's responsibility to make changes/ approve and/ or decline employee time cards and time off by deadline listed above for that specific pay period.