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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	12/23/2019	01/05/2020	01/06/2020	01/10/2020
2	01/06/2020	01/19/2020	01/20/2020	01/24/2020
3	01/20/2020	02/02/2020	02/03/2020	02/07/2020
4	02/03/2020	02/16/2020	02/17/2020	02/21/2020
5	02/17/2020	03/01/2020	03/02/2020	03/06/2020
6	03/02/2020	03/15/2020	03/16/2020	03/20/2020
7	03/16/2020	03/29/2020	03/30/2020	04/03/2020
8	03/30/2020	04/12/2020	04/13/2020	04/17/2020
9	04/13/2020	04/26/2020	04/27/2020	05/01/2020
10	04/27/2020	05/10/2020	05/11/2020	05/15/2020
11	05/11/2020	05/24/2020	05/25/2020	05/29/2020
12	05/25/2020	06/07/2020	06/08/2020	06/12/2020
13	06/08/2020	06/21/2020	06/22/2020	06/26/2020
14	06/22/2020	07/05/2020	07/06/2020	07/10/2020
15	07/06/2020	07/19/2020	07/20/2020	07/24/2020
16	07/20/2020	08/02/2020	08/03/2020	08/07/2020
17	08/03/2020	08/16/2020	08/17/2020	08/21/2020
18	08/17/2020	08/30/2020	08/31/2020	09/04/2020
19	08/31/2020	09/13/2020	09/14/2020	09/18/2020
20	09/14/2020	09/27/2020	09/28/2020	10/02/2020
21	09/28/2020	10/11/2020	10/12/2020	10/16/2020
22	10/12/2020	10/25/2020	10/26/2020	10/30/2020
23	10/26/2020	11/08/2020	11/09/2020	11/13/2020
24	11/09/2020	11/22/2020	11/23/2020	11/27/2020
25	11/23/2020	12/06/2020	12/07/2020	12/11/2020
26	12/07/2020	12/20/2020	12/21/2020	12/24/2020*

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.