

*Important: The electronic version of this document found on the GW Sharepoint is official. All printed versions are uncontrolled copies*

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	12/21/2020	1/03/2021	01/04/2021	01/08/2021
2	01/04/2021	01/17/2021	01/18/2021	01/22/2021
3	01/18/2021	01/31/2021	02/01/2021	02/05/2021
4	02/01/2021	02/14/2021	02/15/2021	02/19/2021
5	02/15/2021	02/28/2021	03/01/2021	03/05/2021
6	03/01/2021	03/14/2021	03/15/2021	03/19/2021
7	03/15/2021	03/28/2021	03/29/2021	04/02/2021
8	03/29/2021	04/11/2021	04/12/2021	04/16/2021
9	04/12/2021	04/25/2021	04/26/2021	04/30/2021
10	04/26/2021	05/09/2021	05/10/2021	05/14/2021
11	05/10/2021	05/23/2021	05/24/2021	05/28/2021
12	05/24/2021	06/06/2021	06/07/2021	06/11/2021
13	06/07/2021	06/20/2021	06/21/2021	06/25/2021
14	06/21/2021	07/04/2021	07/05/2021	07/09/2021
15	07/05/2021	07/18/2021	07/19/2021	07/23/2021
16	07/19/2021	08/01/2021	08/02/2021	08/06/2021
17	08/02/2021	08/15/2021	08/16/2021	08/20/2021
18	08/16/2021	08/29/2021	08/30/2021	09/03/2021
19	08/30/2021	09/12/2021	09/13/2021	09/17/2021
20	09/13/2021	09/26/2021	09/27/2021	10/01/2021
21	09/27/2021	10/10/2021	10/11/2021	10/15/2021
22	10/11/2021	10/24/2021	10/25/2021	10/29/2021
23	10/25/2021	11/07/2021	11/08/2021	11/12/2021
24	11/08/2021	11/21/2021	11/22/2021	11/26/2021
25	11/22/2021	12/05/2021	12/06/2021	12/10/2021
26	12/06/2021	12/19/2021	12/20/2021	12/24/2021

**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.**