

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	12/20/2021	01/02/2022	01/03/2022	01/07/2022
2	01/03/2022	01/16/2022	01/17/2022	01/21/2022
3	01/17/2022	01/30/2022	01/31/2022	02/04/2022
4	01/31/2022	02/13/2022	02/14/2022	02/18/2022
5	02/14/2022	02/27/2022	02/28/2022	03/04/2022
6	02/28/2022	03/13/2022	03/14/2022	03/18/2022
7	03/14/2022	03/27/2022	03/28/2022	04/01/2022
8	03/28/2022	04/10/2022	04/11/2022	04/15/2022
9	04/11/2022	04/24/2022	04/25/2022	04/29/2022
10	04/25/2022	05/08/2022	05/09/2022	05/13/2022
11	05/09/2022	05/22/2022	05/23/2022	05/27/2022
12	05/23/2022	06/05/2022	06/06/2022	06/10/2022
13	06/06/2022	06/19/2022	06/20/2022	06/24/2022
14	06/20/2022	07/03/2022	07/04/2022	07/08/2022
15	07/04/2022	07/17/2022	07/18/2022	07/22/2022
16	07/18/2022	07/31/2022	08/01/2022	08/05/2022
17	08/01/2022	08/14/2022	08/15/2022	08/19/2022
18	08/15/2022	08/28/2022	08/29/2022	09/02/2022
19	08/29/2022	09/11/2022	09/12/2022	09/16/ 2022
20	09/12/2022	09/25/2022	09/26/2022	09/30/2022
21	09/26/2022	10/09/2022	10/10/2022	10/14/2022
22	10/10/2022	10/23/2022	10/24/2022	10/28/2022
23	10/24/2022	11/06/2022	11/07/2022	11/10/2022
24	11/07/2022	11/20/2022	11/21/2022	11/25/2022
25	11/21/2022	12/04/2022	12/05/2022	12/09/2022
26	12/05/2022	12/18/2022	12/19/2022	12/23/2022

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.