

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	12/19/2022	01/01/2023	01/02/2023	01/06/2023
2	01/02/2023	01/15/2023	01/16/2023	01/20/2023
3	01/16/2023	01/29/2023	01/30/2023	02/03/2023
4	01/30/2023	02/12/2023	02/13/2023	02/17/2023
5	02/13/2023	02/26/2023	02/27/2023	03/03/2023
6	02/27/2023	03/12/2023	03/13/2023	03/17/2023
7	03/13/2023	03/26/2023	03/27/2023	03/31/2023
8	03/27/2023	04/09/2023	04/10/2023	04/14/2023
9	04/10/2023	04/23/2023	04/24/2023	04/28/2023
10	04/24/2023	05/07/2023	05/08/2023	05/12/2023
11	05/08/2023	05/21/2023	05/22/2023	05/26/2023
12	05/22/2023	06/04/2023	06/05/2023	06/09/2023
13	06/05/2023	06/18/2023	06/19/2023*	06/23/2023
14	06/19/2023	07/02/2023	07/03/2023	07/07/2023
15	07/03/2023	07/16/2023	07/17/2023	07/21/2023
16	07/17/2023	07/30/2023	07/31/2023	08/04/2023
17	07/31/2023	08/13/2023	08/14/2023	08/18/2023
18	08/14/2023	08/27/2023	08/28/2023	09/01/2023
19	08/28/2023	09/10/2023	09/11/2023	09/15/2023
20	09/11/2023	09/24/2023	09/25/2023	09/29/2023
21	09/25/2023	10/08/2023	10/09/2023*	10/13/2023
22	10/09/2023	10/22/2023	10/23/2023	10/27/2023
23	10/23/2023	11/05/2023	11/06/2023	11/10/2023*
24	11/06/2023	11/19/2023	11/20/2023	11/24/2023
25	11/20/2023	12/03/2023	12/04/2023	12/08/2023
26	12/04/2023	12/17/2023	12/18/2023	12/22/2023

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.