

*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	12/18/2023	12/31/2023	01/02/2024	01/05/2024
2	01/01/2024	01/14/2024	01/15/2024	01/19/2024
3	01/15/2024	01/28/2024	01/29/2024	02/02/2024
4	01/29/2024	02/11/2024	02/12/2024	02/16/2024
5	02/12/2024	02/25/2024	02/26/2024	03/01/2024
6	02/26/2024	03/10/2024	03/11/2024	03/15/2024
7	03/11/2024	03/24/2024	03/25/2024	03/29/2024
8	03/25/2024	04/07/2024	04/08/2024	04/12/2024
9	04/08/2024	04/21/2024	04/22/2024	04/26/2024
10	04/22/2024	05/05/2024	05/06/2024	05/10/2024
11	05/06/2024	05/19/2024	05/20/2024	05/24/2024
12	05/20/2024	06/02/2024	06/03/2024	06/07/2024
13	06/03/2024	06/16/2024	06/17/2024	06/21/2024
14	06/17/2024	06/30/2024	07/01/2024	07/05/2024
15	07/01/2024	07/14/2024	07/15/2024	07/19/2024
16	07/15/2024	07/28/2024	07/29/2024	08/02/2024
17	07/29/2024	08/11/2024	08/12/2024	08/16/2024
18	08/12/2024	08/25/2024	08/26/2024	08/30/2024
19	08/26/2024	09/08/2024	09/09/2024	09/13/2024
20	09/09/2024	09/22/2024	09/23/2024	09/27/2024
21	09/23/2024	10/06/2024	10/07/2024	10/11/2024
22	10/07/2024	10/20/2024	10/21/2024	10/25/2024
23	10/21/2024	11/03/2024	11/04/2024	11/08/2024
24	11/04/2024	11/17/2024	11/18/2024	11/22/2024
25	11/18/2024	12/1/2024	12/2/2024	12/6/2024
26	12/2/2024	12/15/2024	12/16/2024	12/20/2024

**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.**