

*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	12/16/2024	12/29/2024	12/31/2024	01/03/2025
2	12/30/2024	01/12/2025	01/15/2025	01/17/2025
3	01/13/2025	01/26/2025	01/29/2025	01/31/2025
4	01/27/2025	02/09/2025	02/12/2024	02/14/2025
5	02/10/2025	02/23/2025	02/26/2025	02/28/2025
6	02/24/2025	03/09/2025	03/12/2025	03/14/2025
7	03/10/2025	03/23/2025	03/26/2025	03/28/2025
8	03/24/2025	04/06/2025	04/09/2025	04/11/2025
9	04/07/2025	04/20/2025	04/23/2025	04/25/2025
10	04/21/2025	05/04/2025	05/07/2025	05/09/2025
11	05/05/2025	05/18/2025	05/21/2025	05/23/2025
12	05/19/2025	06/01/2025	06/04/2025	06/06/2025
13	06/02/2025	06/15/2025	06/17/2025	06/20/2025
14	06/16/2025	06/29/2025	07/01/2025	07/03/2025
15	06/30/2025	07/13/2025	07/16/2025	07/18/2025
16	07/14/2025	07/27/2025	07/30/2025	08/01/2025
17	07/28/2025	08/10/2025	08/13/2025	08/15/2025
18	08/11/2025	08/24/2025	08/27/2025	08/29/2025
19	08/25/2025	09/07/2025	09/10/2025	09/12/2025
20	09/08/2025	09/21/2025	09/24/2025	09/26/2025
21	09/22/2025	10/05/2025	10/08/2025	10/10/2025
22	10/06/2025	10/19/2025	10/22/2025	10/24/2025
23	10/20/2025	11/02/2025	11/05/2025	11/07/2025
24	11/03/2025	11/16/2025	11/19/2025	11/21/2025
25	11/17/2025	11/30/2025	12/03/2025	12/05/2025
26	12/01/2025	12/14/2025	12/17/2025	12/19/2025

**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.**