

2010 Service Provider Payroll Information
Payroll Schedule E

Payroll Period :	If received by FAX 5pm by this date:	We will prepare direct deposits & mail checks by:	If received by MAIL by this date:	We will prepare direct deposits & mail checks by:
Jan. 1st - 15th	Monday, Jan. 18	Monday, Jan. 25	Friday, Jan. 22	Friday, Jan. 29
Jan. 16th - 31st	Wed., Feb. 3	Wed., Feb. 10	Monday, Feb. 8	**Tuesday, Feb. 16
Feb. 1st - 15th	Thurs. Feb. 18	Thurs. Feb. 25	Monday, Feb. 22	Monday, Mar. 1
Feb. 16th - 28th	Wed., March 3	Wed., March 10	Monday, March 8	Monday, March 15
Mar. 1st - 15th	Thursday, March 18	Thursday, March 25	Monday, March 22	Monday, March 29
Mar. 16th - 31st	Friday, April 2	Friday, April 9	Wed., April 7	Wed., April 14
April 1st - 15th	Monday, April 19	Monday, April 26	Thursday, April 22	Thursday, April 29
April 16th - 30th	Monday, May 3	Monday, May 10	Friday, May 7	Friday, May 14
May 1st - 15th	Tuesday, May 18	Tuesday, May 25	Friday, May 21	Friday, May 28
May 16th - 31st	Thursday, June 3	Thursday, June 10	Monday, June 7	Monday, June 14
June 1st - 15th	Friday, June 18	Friday, June 25	Tuesday, June 22	Tuesday, June 29
June 16th - 30th	Friday, July 2	**Monday, July 12	Wed., July 7	Wed., July 14
July 1st - 15th	Monday, July 19	Monday, July 26	Thursday, July 22	Thursday, July 29
July 16th - 31st	Tuesday, Aug. 3	Tuesday, Aug. 10	Friday, Aug. 6	Friday, Aug. 13
Aug. 1st - 15th	Wed., Aug. 18	Wed., Aug. 25	Monday, Aug. 23	Monday, Aug. 30
Aug. 16th - 31st	Friday, Sept. 3	**Monday, Sept. 13	Tuesday, Sept. 7	Tuesday, Sept. 14
Sept. 1st - 15th	Friday, Sept. 17	Friday, Sept. 24	Wed., Sept. 22	Wed., Sept. 29
Sept. 16th - 30th	Monday, Oct. 4	**Tuesday, Oct. 12	Thursday, Oct. 7	**Friday, Oct. 15
Oct. 1st - 15th	Monday, Oct. 18	Monday, Oct. 25	Friday, Oct. 22	Friday, Oct. 29
Oct. 16th - 31st	Wed., Nov. 3	Wed., Nov. 10	Monday, Nov. 8	**Tuesday, Nov. 16
Nov. 1st - 15th	Wed., Nov. 17	Wed., Nov. 24	Monday, Nov. 22	**Tuesday, Nov. 30
Nov. 16th - 30th	Friday, Dec. 3	Friday, Dec. 10	Tuesday, Dec. 7	Tuesday, Dec. 14
Dec. 1st - 15th	Friday, Dec. 17	**Monday, Dec. 27	Wed., Dec. 22	**Thurs, Dec. 30
Dec. 15th - 31st	Mon, Jan. 3, 2011	Mon, Jan. 10, 2011	Fri, Jan. 7, 2011	Fri, Jan. 14, 2011

**** Indicates a variance in dates due to Federal Holidays**

The GT Financial Services office will be closed on the following days:

Friday, Jan. 1st	Thursday, Nov. 25th
Monday, May 31st	Friday, Nov. 26th
Monday, July 5th	Friday, Dec. 24th
Monday, Sept. 6th	Friday, Dec. 31st

Please remember the following about your time sheets:

They are to be signed by you AND your employer
 Must be completed with employer & employee name as well as dates, times and service type
 If time sheets are not completed properly, you may be asked to re-submit them
 Incomplete data could delay payment to you
 If you work for multiple employers, please turn in a timesheet for each employer