

GT Independence
2015 Payroll Schedule D

<u>Service Dates:</u>	<u>Timesheets Due by 5:00 pm:</u>	<u>Direct Deposit Prepared & Checks Mailed by:</u>
Dec. 16 – Dec. 31, 2014	Sunday, January 4, 2015	Thursday, January 15, 2015
Jan. 1 – Jan. 15	Monday, January 19, 2015	Friday, January 30, 2015
Jan. 16 – Jan. 31	Wednesday, February 4, 2015	Friday, February 13, 2015
Feb. 1 – Feb. 15	Thursday, February 19, 2015	Friday, February 27, 2015
Feb. 16 – Feb. 28	Wednesday, March 4, 2015	Monday, March 16, 2015
Mar. 1 – Mar. 15	Thursday, March 19, 2015	Monday, March 30, 2015
Mar. 16 – Mar. 31	Saturday, April 4, 2015	Wednesday, April 15, 2015
Apr. 1 – Apr. 15	Sunday, April 19, 2015	Thursday, April 30, 2015
Apr. 16 – Apr. 30	Monday, May 4, 2015	Friday, May 15, 2015
May 1 – May 15	Tuesday, May 19, 2015	Friday, May 29, 2015
May 16 – May 31	Thursday, June 4, 2015	Monday, June 15, 2015
June 1 – June 15	Friday, June 19, 2015	Tuesday, June 30, 2015
June 16 – June 30	Saturday, July 4, 2015	Wednesday, July 15, 2015
July 1 – July 15	Sunday, July 19, 2015	Thursday, July 30, 2015
July 16 – July 31	Tuesday, August 4, 2015	Friday, August 14, 2015
Aug. 1 – Aug. 15	Wednesday, August 19, 2015	Monday, August 31, 2015
Aug. 16 – Aug. 31	Friday, September 4, 2015	Tuesday, September 15, 2015
Sept. 1 – Sept. 15	Saturday, September 19, 2015	Wednesday, September 30, 2015
Sept. 16 – Sept. 30	Sunday, October 4, 2015	Thursday, October 15, 2015
Oct. 1 – Oct. 15	Monday, October 19, 2015	Friday, October 30, 2015

2015 Payroll Schedule D**Direct Deposit Prepared
& Checks Mailed by:****Service Dates:****Timesheets Due by 5:00 pm:**

Oct. 16 – Oct. 31	Wednesday, November 4, 2015	Monday, November 16, 2015
Nov. 1 – Nov. 15	Thursday, November 19, 2015	Monday, November 30, 2015
Nov. 16 – Nov. 30	Friday, December 4, 2015	Tuesday, December 15, 2015
Dec. 1 – Dec. 15	Saturday, December 19, 2015	Wednesday, December 30, 2015
Dec. 16 – Dec. 31	Monday, January 4, 2016	Friday, January 15, 2016

Please remember the following about your time sheets:

- Please review the Timesheet Submission Guidelines to assure your timesheet is complete
- Time sheets must be completed with blue or black ink
- Time sheets are to be signed and dated by the employee and the employer
- Signature dates should be in MM/DD/YY format
- Must be completed with printed employer and employee names, dates, times and service type
- Only one entry is allowed per row on the time sheet - submit multiple time sheets if necessary
- Incorrect time sheets will require resubmission of corrected time sheets and will delay payment
- All resubmissions are required to have "REFAX" written at the top of the time sheet
- When working for multiple employers, you must turn in a time sheet for each employer
- Late time sheets will be held until the following pay period
- White-out, ditto marks or lines drawn down the columns are not permitted
- Time sheets are accepted by e-mail and fax 24 hours per day, 7 days per week
- Fax your timesheets to 855-FAX-TO-GT (855-329-8648)
- Time sheets are accepted by email at timesheets@gtindependence.com with employer consent
- For assistance please do not hesitate to call Customer Service at 877-659-4500

Please note the pay date listed is the date your payroll is prepared. Direct deposits will be sent to your bank or financial institution on this date, but are not guaranteed to post to your account. GT Independence does not control your bank or financial institution's process for posting direct deposits. Check your bank account the following day for a direct deposit posting.

The office will be closed on the following days:

Wednesday, December 24, 2014
Thursday, December 25, 2014
Thursday, January 1, 2015
Monday, May 25, 2015
Friday, July 3, 2015
Monday, Sept. 7, 2015
Thursday, November 26, 2015
Friday, November 27, 2015
Thursday, December 24, 2015
Friday, December 25, 2015

*****If your timesheet requires a refax or resubmission your payment will be delayed.**

*****Timesheets submitted that are over the authorized amount may not be eligible for payment. Please only submit time that has been authorized.**