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2020 BI-WEEKLY PAYROLL & INVOICING CYCLE

**ALL PAYROLL HOURS, BONUSES AND CHANGES
MUST BE REPORTED TO OUTSTAFFING
EVERY MONDAY BEFORE 2:00pm**

Send by Email or Fax, please report time in decimal increments, **NOT MINUTES**.

PERIOD START <i>Sunday</i>	PERIOD END <i>Saturday</i>	INVOICE DATE <i>Monday</i>	PAYMENT DUE <i>Wednesday</i>	PAY DAY <i>Friday</i>
8-Dec-19	21-Dec-19	23-Dec-19	25-Dec-19	27-Dec-19
22-Dec-19	4-Jan-20	6-Jan-20	8-Jan-20	10-Jan-20
5-Jan-20	18-Jan-20	20-Jan-20	22-Jan-20	24-Jan-20
19-Jan-20	1-Feb-20	3-Feb-20	5-Feb-20	7-Feb-20
2-Feb-20	15-Feb-20	17-Feb-20	19-Feb-20	21-Feb-20
16-Feb-20	29-Feb-20	2-Mar-20	4-Mar-20	6-Mar-20
1-Mar-20	14-Mar-20	16-Mar-20	18-Mar-20	20-Mar-20
15-Mar-20	28-Mar-20	30-Mar-20	1-Apr-20	3-Apr-20
29-Mar-20	11-Apr-20	13-Apr-20	15-Apr-20	17-Apr-20
12-Apr-20	25-Apr-20	27-Apr-20	29-Apr-20	1-May-20
26-Apr-20	9-May-20	11-May-20	13-May-20	15-May-20
10-May-20	23-May-20	25-May-20	27-May-20	29-May-20
24-May-20	6-Jun-20	8-Jun-20	10-Jun-20	12-Jun-20
7-Jun-20	20-Jun-20	22-Jun-20	24-Jun-20	26-Jun-20
21-Jun-20	4-Jul-20	6-Jul-20	8-Jul-20	10-Jul-20
5-Jul-20	18-Jul-20	20-Jul-20	22-Jul-20	24-Jul-20
19-Jul-20	1-Aug-20	3-Aug-20	5-Aug-20	7-Aug-20
2-Aug-20	15-Aug-20	17-Aug-20	19-Aug-20	21-Aug-20
16-Aug-20	29-Aug-20	31-Aug-20	2-Sep-20	4-Sep-20
30-Aug-20	12-Sep-20	14-Sep-20	16-Sep-20	18-Sep-20
13-Sep-20	26-Sep-20	28-Sep-20	30-Sep-20	2-Oct-20
27-Sep-20	10-Oct-20	12-Oct-20	14-Oct-20	16-Oct-20
11-Oct-20	24-Oct-20	26-Oct-20	28-Oct-20	30-Oct-20
25-Oct-20	7-Nov-20	9-Nov-20	11-Nov-20	13-Nov-20
8-Nov-20	21-Nov-20	23-Nov-20	25-Nov-20	27-Nov-20
22-Nov-20	5-Dec-20	7-Dec-20	9-Dec-20	11-Dec-20
6-Dec-20	19-Dec-20	21-Dec-20	23-Dec-20	25-Dec-20
20-Dec-20	2-Jan-21	4-Jan-21	6-Jan-21	8-Jan-21

We must have approved timesheets before invoicing and payroll can be processed.
Failure to provide timesheets may result in pay being delayed until next pay period.

Outstaffing: The Smart Alternative!