

**2010 Service Provider Payroll Information  
Payroll Schedule E**

| <b>Payroll Period :</b> | <b>If received by <u>FAX</u><br/>5pm by this date:</b> | <b>We will prepare<br/>direct deposits &amp;<br/>mail checks by:</b> | <b>If received by <u>MAIL</u><br/>by this date:</b> | <b>We will prepare<br/>direct deposits &amp;<br/>mail checks by:</b> |
|-------------------------|--------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------|
| 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                                      | <b>**Tuesday, Feb. 16</b>                                            |
| 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                                         | <b>**Monday, July 12</b>                                             | 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                                        | <b>**Monday, Sept. 13</b>                                            | 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                                         | <b>**Tuesday, Oct. 12</b>                                            | Thursday, Oct. 7                                    | <b>**Friday, Oct. 15</b>                                             |
| 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                                      | <b>**Tuesday, Nov. 16</b>                                            |
| Nov. 1st - 15th         | Wed., Nov. 17                                          | Wed., Nov. 24                                                        | Monday, Nov. 22                                     | <b>**Tuesday, Nov. 30</b>                                            |
| Nov. 16th - 30th        | Friday, Dec. 3                                         | Friday, Dec. 10                                                      | Tuesday, Dec. 7                                     | Tuesday, Dec. 14                                                     |
| Dec. 1st - 15th         | Friday, Dec. 17                                        | <b>**Monday, Dec. 27</b>                                             | Wed., Dec. 22                                       | <b>**Thurs, Dec. 30</b>                                              |
| 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