

Writing Assistance, Inc.
Pay Period Schedule
2018

- 1) Pay Weeks begin on Saturday and end on Friday
- 2) Direct Deposits are processed 2 days before the pay date if direct deposit information was received timely
- 3) Live checks are mailed on the Friday of each processing week only
- 4) **Consultants will be paid based on the contract terms.**
- 5) Direct deposits may be delayed due to bank holidays

****Independence Day and Thanksgiving dates are changed for Bank Holiday Schedule**

2017	Pay Periods		Final Day for Approval	Approved Hours Downloaded, Direct Deposits Processed (2, 4)	Clients Invoiced	Payments processed per Contract Terms
	Pay Period Starts	Pay Period Ends	Tues, 5:00 pm CST	Wed, 9:00 am CST	Thurs.	Friday
1	12/16/2017	12/29/2017	1/2/2018	1/3/2018	1/4/2018	1/5/2018
2	12/30/2017	1/12/2018	1/16/2018	1/17/2018	1/18/2018	1/19/2018
3	1/13/2018	1/26/2018	1/30/2018	1/31/2018	2/1/2018	2/2/2018
4	1/27/2018	2/9/2018	2/13/2018	2/14/2018	2/15/2018	2/16/2018
5	2/10/2018	2/23/2018	2/27/2018	2/28/2018	3/1/2018	3/2/2018
6	2/24/2018	3/9/2018	3/13/2018	3/14/2018	3/15/2018	3/16/2018
7	3/10/2018	3/23/2018	3/27/2018	3/28/2018	3/29/2018	3/30/2018
8	3/24/2018	4/6/2018	4/10/2018	4/11/2018	4/12/2018	4/13/2018
9	4/7/2018	4/20/2018	4/24/2018	4/25/2018	4/26/2018	4/27/2018
10	4/21/2018	5/4/2018	5/8/2018	5/9/2018	5/10/2018	5/11/2018
11	5/5/2018	5/18/2018	5/22/2018	5/23/2018	5/24/2018	5/25/2018
12	5/19/2018	6/1/2018	6/5/2018	6/6/2018	6/7/2018	6/8/2018
13	6/2/2018	6/15/2018	6/19/2018	6/20/2018	6/21/2018	6/22/2018
14	6/16/2018	6/29/2018	7/2/2018	7/3/2018	7/5/2018	7/6/2018
15	6/30/2018	7/13/2018	7/17/2018	7/18/2018	7/19/2018	7/20/2018
16	7/14/2018	7/27/2018	7/31/2018	8/1/2018	8/2/2018	8/3/2018
17	7/28/2018	8/10/2018	8/14/2018	8/15/2018	8/16/2018	8/17/2018
18	8/11/2018	8/24/2018	8/28/2018	8/29/2018	8/30/2018	8/31/2018
19	8/25/2018	9/7/2018	9/11/2018	9/12/2018	9/13/2018	9/14/2018

Bank Holiday

20	9/8/2018	9/21/2018	9/25/2018	9/26/2018	9/27/2018	9/28/2018	
21	9/22/2018	10/5/2018	10/9/2018	10/10/2018	10/11/2018	10/12/2018	
22	10/6/2018	10/19/2018	10/23/2018	10/24/2018	10/25/2018	10/26/2018	
23	10/20/2018	11/2/2018	11/6/2018	11/7/2018	11/8/2018	11/9/2018	
24	11/3/2018	11/16/2018	11/19/2018	11/20/2018	11/21/2018	11/23/2018	Bank Holiday
25	11/17/2018	11/30/2018	12/4/2018	12/5/2018	12/6/2018	12/7/2018	
26	12/1/2018	12/14/2018	12/18/2018	12/19/2018	12/20/2018	12/21/2018	
1	12/15/2018	12/28/2018	1/1/2019	1/2/2019	1/3/2019	1/4/2019	

All dates subject to change

Bank Holidays

New Years Day	Monday	1/1/2018
Martin Luther King Day	Monday	1/15/2018
Presidents Day	Monday	2/19/2018
Memorial Day	Monday	5/28/2018
Independence Day	Wednesday	7/4/2018
Labor Day	Monday	9/3/2018
Veterans Day	Monday	11/12/2018
Thanksgiving	Thursday	11/22/2018
Christmas Day	Tuesday	12/25/2018

WAI Corporate Office Closed

New Years Day	Monday	1/1/2018
Memorial Day	Monday	5/28/2018
Independence Day	Wednesday	7/4/2018
Labor Day	Monday	9/3/2018
Thanksgiving	Thursday	11/22/2018
Day After Thanksgiving	Friday	11/23/2018
Christmas Eve	Monday	12/24/2018
Christmas Day	Tuesday	12/25/2018
New Years Eve Day	Monday	12/31/2018
New Years Day	Tuesday	1/1/2018

#14 Independence Day Holiday

Deadline for approval is Monday, 7/2/2018, close of business
 Approved Hours downloaded Tuesday, 7/3/2018, 9 am CST
 Direct Deposits processed Tuesday 7/3/2018 to hit Friday 7/6/2018
 Live checks mailed Friday 7/6/2018
 Invoices emailed Thursday, 7/5/18

#24 Thanksgiving Day Holiday

Deadline for approval is Monday, 11/19/2018, close of business
 Approved Hours downloaded Tuesday, 11/20/2018, 9 am CST
 Direct Deposits processed Tuesday 11/20/2018 to hit Friday 11/23/2018
 Live checks mailed Friday 11/23/2018
 Invoices emailed Wednesday 11/21/18