

WRITING ASSISTANCE, INC.

2019 Pay Period Schedule

- 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

Pay Periods		Final Day for Approval	Approved Hours Downloaded, Direct Deposits Processed (2, 4)	Clients Invoiced	Payments processed per Contract Terms	
2019	Pay Period Starts	Pay Period Ends	Noon CST	8:00 am CST	Friday	
1	12/15/2018	12/28/2018	1/1/2019	1/2/2019	1/3/2019	1/4/2019
2	12/29/2018	1/11/2019	1/15/2019	1/16/2019	1/17/2019	1/18/2019
3	1/12/2019	1/25/2019	1/29/2019	1/30/2019	1/31/2019	2/1/2019
4	1/26/2019	2/8/2019	2/12/2019	2/13/2019	2/14/2019	2/15/2019
5	2/9/2019	2/22/2019	2/26/2019	2/27/2019	2/28/2019	3/1/2019
6	2/23/2019	3/8/2019	3/12/2019	3/13/2019	3/14/2019	3/15/2019
7	3/9/2019	3/22/2019	3/26/2019	3/27/2019	3/28/2019	3/29/2019
8	3/23/2019	4/5/2019	4/9/2019	4/10/2019	4/11/2019	4/12/2019
9	4/6/2019	4/19/2019	4/23/2019	4/24/2019	4/25/2019	4/26/2019
10	4/20/2019	5/3/2019	5/7/2019	5/8/2019	5/9/2019	5/10/2019
11	5/4/2019	5/17/2019	5/21/2019	5/22/2019	5/23/2019	5/24/2019
12	5/18/2019	5/31/2019	6/4/2019	6/5/2019	6/6/2019	6/7/2019
13	6/1/2019	6/14/2019	6/18/2019	6/19/2019	6/20/2019	6/21/2019
14	6/15/2019	6/28/2019	7/1/2019	7/2/2019	7/3/2019	7/5/2019
15	6/29/2019	7/12/2019	7/16/2019	7/17/2019	7/18/2019	7/19/2019
16	7/13/2019	7/26/2019	7/30/2019	7/31/2019	8/1/2019	8/2/2019
17	7/27/2019	8/9/2019	8/13/2019	8/14/2019	8/15/2019	8/16/2019
18	8/10/2019	8/23/2019	8/27/2019	8/28/2019	8/29/2019	8/30/2019
19	8/24/2019	9/6/2019	9/10/2019	9/11/2019	9/12/2019	9/13/2019
20	9/7/2019	9/20/2019	9/24/2019	9/25/2019	9/26/2019	9/27/2019

Holiday

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2019	Pay Period Starts	Pay Period Ends	Noon CST	8:00 am CST		Friday
21	9/21/2019	10/4/2019	10/8/2019	10/9/2019	10/10/2019	10/11/2019
22	10/5/2019	10/18/2019	10/22/2019	10/23/2019	10/24/2019	10/25/2019
23	10/19/2019	11/1/2019	11/5/2019	11/6/2019	11/7/2019	11/8/2019
24	11/2/2019	11/15/2019	11/19/2019	11/20/2019	11/21/2019	11/22/2019
25	11/16/2019	11/29/2019	12/3/2019	12/4/2019	12/5/2019	12/6/2019
26	11/30/2019	12/13/2019	12/17/2019	12/18/2019	12/19/2019	12/20/2019
1	12/14/2019	12/27/2019	12/30/2018	12/31/2018	1/2/2020	1/3/2020

Holiday

All dates subject to change

Bank Holidays

WAI Corporate Office Closed

New Years Day	Tuesday	1/1/2019	New Years Day	Tuesday	1/1/2019
Martin Luther King Day	Monday	1/21/2019	Memorial Day	Monday	5/27/2019
Presidents Day	Monday	2/18/2019	Independence Day	Thursday	7/4/2019
Memorial Day	Monday	5/27/2019	Day after Independence	Friday	7/5/2019
Independence Day	Thursday	7/4/2019	Labor Day	Monday	9/2/2019
Labor Day	Monday	9/2/2019	Thanksgiving	Thursday	11/28/2019
Columbus Day	Monday	10/14/2019	Day After Thanksgiving	Friday	11/29/2019
Veterans Day	Monday	11/11/2019	Christmas Eve	Tuesday	12/24/2019
Thanksgiving	Thursday	11/28/2019	Christmas Day	Wednesday	12/25/2019
Christmas Day	Wednesday	12/25/2019	New Years Day	Wednesday	1/1/2020

#14 Independence Day Holiday

Deadline for approval is Monday, 7/1/2019, close of business
 Approved Hours downloaded Tuesday, 7/2/2019, 9 am CST
 Direct Deposits processed Tuesday 7/2/2019 to hit Friday 7/5/2019
 Live checks mailed Friday 7/5/19
 Invoices emailed Thursday, 7/3/19