

WRITING ASSISTANCE, INC. 2022 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 and date hours are approved in SpringAhead**
- 5) **Direct deposits may be delayed due to bank holidays**
- 6) All dates are subject to change
- * Consultants pay date is four weeks following the date approved hours are downloaded
- * **Hours are only downloaded on the processing date if approved**

	Pay Periods		Final Day for Approval	Approved Hours Downloaded, Direct Deposits Processed	Clients Invoiced	Payments* processed per Contract Terms
	Pay Period Starts	Pay Period Ends	Noon CST	8:00 am CST		Friday
1	12/25/2021	1/7/2022	1/11/2022	1/12/2022	1/13/2022	1/14/2022
2	1/8/2022	1/21/2022	1/25/2022	1/26/2022	1/27/2022	1/28/2022
3	1/22/2022	2/4/2022	2/8/2022	2/9/2022	2/10/2022	2/11/2022
4	2/5/2022	2/18/2022	2/22/2022	2/23/2022	2/24/2022	2/25/2022
5	2/19/2022	3/4/2022	3/8/2022	3/9/2022	3/10/2022	3/11/2022
6	3/5/2022	3/18/2022	3/22/2022	3/23/2022	3/24/2022	3/25/2022
7	3/19/2022	4/1/2022	4/5/2022	4/6/2022	4/7/2022	4/8/2022
8	4/2/2022	4/15/2022	4/19/2022	4/20/2022	4/21/2022	4/22/2022
9	4/16/2022	4/29/2022	5/3/2022	5/4/2022	5/5/2022	5/6/2022
10	4/30/2022	5/13/2022	5/17/2022	5/18/2022	5/19/2022	5/20/2022
11	5/14/2022	5/27/2022	5/31/2022	6/1/2022	6/2/2022	6/3/2022
12	5/28/2022	6/10/2022	6/14/2022	6/15/2022	6/16/2022	6/17/2022
13	6/11/2022	6/24/2022	6/28/2022	6/29/2022	6/30/2022	7/1/2022
14	6/25/2022	7/8/2022	7/12/2022	7/13/2022	7/14/2022	7/15/2022

15	7/9/2022	7/22/2022	7/26/2022	7/27/2022	7/28/2022	7/29/2022
16	7/23/2022	8/5/2022	8/9/2022	8/10/2022	8/11/2022	8/12/2022
17	8/6/2022	8/19/2022	8/23/2022	8/24/2022	8/25/2022	8/26/2022
18	8/20/2022	9/2/2022	9/6/2022	9/7/2022	9/8/2022	9/9/2022
19	9/3/2022	9/16/2022	9/20/2022	9/21/2022	9/22/2022	9/23/2022
20	9/17/2022	9/30/2022	10/4/2022	10/5/2022	10/6/2022	10/7/2022
21	10/1/2022	10/14/2022	10/18/2022	10/19/2022	10/20/2022	10/21/2022
22	10/15/2022	10/28/2022	11/1/2022	11/2/2022	11/3/2022	11/4/2022
23	10/29/2022	11/11/2022	11/15/2022	11/16/2022	11/17/2022	11/18/2022
24	11/12/2022	11/25/2022	11/29/2022	11/30/2022	12/1/2022	12/2/2022
25	11/26/2022	12/9/2022	12/13/2022	12/14/2022	12/15/2022	12/16/2022
26	12/10/2022	12/23/2022	12/27/2022	12/28/2022	12/29/2022	12/30/2022

Bank Holidays		
New Years Day	Friday	1/3/2021
Martin Luther King Day	Monday	1/17//2022
Presidents Day	Monday	2/21/2022
Memorial Day	Monday	5/30/2022
Juneteenth	Monday	6/20/2022
Independence Day	Monday	7/4/2022
Labor Day	Monday	9/5/2022
Columbus Day	Monday	10/10/2022
Veterans Day	Friday	11/11/2022
Thanksgiving	Thursday	11/24/2022
Christmas Day	Monday	12/26/2022
New Years Day 2023	Monday	1/2/2023

WAI Corporate Office Closed		
New Years Day	Monday	1/3/2022
Memorial Day	Monday	5/30/2022
Independence Day	Monday	7/4/2022
Labor Day	Monday	9/5/2022
Thanksgiving	Thursday	11/24/2022
Day After Thanksgiving	Friday	11/25/2022
Christmas Eve	Friday	12/23/2022
Christmas Day	Monday	12/26/2022
New Years Eve	Friday	12/30/2022
New Years Day	Monday	1/2/2023