

WAI

2020 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

\* **Hours are only downloaded on the processing date if approved**

	Pay Periods		Final Day for Approval	Approved Hours Downloaded, Direct Deposits Processed	Clients Invoiced	
	Pay Period Starts	Pay Period Ends	Noon CST	8:00 am CST		
1	12/14/2019	12/27/2019	12/30/2019	12/31/2019	1/2/2020	Early Payroll
2	12/28/2019	1/10/2020	1/14/2020	1/15/2020	1/16/2020	
3	1/11/2020	1/24/2020	1/28/2020	1/29/2020	1/30/2020	
4	1/25/2020	2/7/2020	2/11/2020	2/12/2020	2/13/2020	
5	2/8/2020	2/21/2020	2/25/2020	2/26/2020	2/27/2020	
6	2/22/2020	3/6/2020	3/10/2020	3/11/2020	3/12/2020	
7	3/7/2020	3/20/2020	3/24/2020	3/25/2020	3/26/2020	
8	3/21/2020	4/3/2020	4/7/2020	4/8/2020	4/9/2020	
9	4/4/2020	4/17/2020	4/21/2020	4/22/2020	4/23/2020	
10	4/18/2020	5/1/2020	5/5/2020	5/6/2020	5/7/2020	
11	5/2/2020	5/15/2020	5/19/2020	5/20/2020	5/21/2020	
12	5/16/2020	5/29/2020	6/2/2020	6/3/2020	6/4/2020	
13	5/30/2020	6/12/2020	6/16/2020	6/17/2020	6/18/2020	
14	6/13/2020	6/26/2020	6/29/2020	6/30/2020	7/1/2020	Early Payroll
15	6/27/2020	7/10/2020	7/14/2020	7/15/2020	7/16/2020	
16	7/11/2020	7/24/2020	7/28/2020	7/29/2020	7/30/2020	
17	7/25/2020	8/7/2020	8/11/2020	8/12/2020	8/13/2020	
18	8/8/2020	8/21/2020	8/25/2020	8/26/2020	8/27/2020	
19	8/22/2020	9/4/2020	9/8/2020	9/9/2020	9/10/2020	
20	9/5/2020	9/18/2020	9/22/2020	9/23/2020	9/24/2020	
21	9/19/2020	10/2/2020	10/6/2020	10/7/2020	10/8/2020	
22	10/3/2020	10/16/2020	10/20/2020	10/21/2020	10/22/2020	
23	10/17/2020	10/30/2020	11/3/2020	11/4/2020	11/5/2020	
24	10/31/2020	11/13/2020	11/17/2020	11/18/2020	11/19/2020	
25	11/14/2020	11/27/2020	12/1/2020	12/2/2020	12/3/2020	
26	11/28/2020	12/11/2020	12/15/2020	12/16/2020	12/17/2020	
27	12/12/2020	12/25/2020	12/28/2020	12/29/2020	12/30/2020	Early Payroll

Bank Holidays			WAI Corporate Office Closed		
New Years Day	Wednesday	1/1/2020	New Years Day	Wednesday	1/1/2019
Martin Luther King Day	Monday	1/20/2020	Memorial Day	Monday	5/25/2020
Presidents Day	Monday	2/17/2020	Independence Day	Friday	7/3/2020
Memorial Day	Monday	5/25/2020	Labor Day	Monday	9/7/2020
Independence Day	Thursday	7/2/2020	Thanksgiving	Thursday	11/26/2020
Labor Day	Monday	9/7/2020	Day After Thanksgiving	Friday	11/27/2020
Columbus Day	Monday	10/12/2020	Christmas Eve	Thursday	12/24/2019
Veterans Day	Wednesday	11/11/2020	Christmas Day	Friday	12/25/2019
Thanksgiving	Thursday	11/26/2020	New Years Eve	Thursday	12/31/2020
Christmas Day	Friday	12/25/2019	New Years Day	Friday	1/1/2021
New Years Day 2021	Friday	1/1/2021			

**#1 - New Years Holiday 2020**  
 Deadline for approval is 12/30/19 close of business  
 Approved Hours downloaded 12/31/19 9:00 am CST  
 Direct Deposits processed 12/31/19 to hit 1/3/2020  
 Live checks mailed 1/3/2020  
 Invoices emailed 1/2/2020

**#14 - Independence Day Holiday**  
 Deadline for time approval is 6/29/2020 9 am CST  
 Approved hours downloaded 6/30/2020 9:00 am CST  
 Direct Deposits processed 6/30/2020 to hit 7/3/2020  
 Live checks mailed 7/1/2020  
 Invoices emailed 7/1 Invoices emailed 7/1/2020

**#27 - New Years Holiday 2021**  
 Deadline for approval is 12/28/20 close of business  
 Approved Hours downloaded 12/29/20 9:00 am CST  
 Direct Deposits processed 12/29/20 to hit 12/31/20  
 Live checks mailed 12/30/2020  
 Invoices emailed 12/30/2020