

2010 Bi-Weekly Pay Schedule

Search Smart



Contractors are paid bi-weekly. Payday is Friday. Your paycheck is mailed to you via first class U.S. mail. We cannot guarantee timely delivery.

If you sign up for direct deposit, monies will be deposited directly into the bank for the **first** payroll. If you receive direct deposit, your funds should be in your account on Friday.

Payday is ... and includes weeks ending:

PAYCHECK DATE	WE DATE	PAYCHECK DATE	WE DATE	PAYCHECK DATE	WE DATE
01/01/10	12/18/09 12/25/09	05/07/10	04/23/10 04/30/10	09/10/10	08/27/10 09/03/10
01/15/10	01/01/10 01/08/10	05/21/10	05/07/10 05/14/10	09/24/10	09/10/10 09/17/10
01/29/10	01/15/10 01/22/10	06/04/10	05/21/10 05/28/10	10/08/10	09/24/10 10/01/10
02/12/10	01/29/10 02/05/10	06/18/10	06/04/10 06/11/10	10/22/10	10/08/10 10/15/10
02/26/10	02/12/10 02/19/10	07/02/10	06/18/10 06/25/10	11/05/10	10/22/10 10/29/10
03/12/10	02/26/10 03/05/10	07/16/10	07/02/10 07/09/10	11/19/10	11/05/10 11/12/10
03/26/10	03/12/10 03/19/10	07/30/10	07/16/10 07/23/10	12/03/10	11/19/10 11/26/10
04/09/10	03/26/10 04/02/10	08/13/10	07/30/10 08/06/10	12/17/10	12/03/10 12/10/10
04/23/10	04/09/10 04/16/10	08/27/10	08/13/10 08/20/10	12/31/10	12/17/10 12/24/10

Timesheets

Each week's signed timesheet is to be faxed to 678-325-5624 or emailed to ssops@searchsmartinc.com as soon as possible. **Approved timesheets must be received by noon Monday to be included in payroll.** We suggest you keep a copy of your timesheet for your files.

Please be sure to double-check your daily and weekly totals. Time is to be rounded to the nearest 15 minutes and recorded in quarter increments. EX: 6 hrs. 15 min. = 6.25, 30 min. = .5, 45 min. = .75.

If you have any questions, please call Carly Mitchell at 678-551-6320 or email her at cmitchell@searchsmartinc.com.

Employee Signature

Date