Agile Partnering

Timesheet Submission, Invoicing, and Payment Schedule

Timesheets: Timesheets are to be submitted on a weekly basis by 12pm ET each Monday for all hours worked during the previous week. Manager approvals are due by 12pm ET each Tuesday.

Invoicing: Invoicing is not required, however if you wish to send invoices to us for your own records you may send them to finance@agilepartnering.com.

Payment Processing and Approval Deadlines: Payments are processed on the third Friday of each month once all hours worked during the previous month are approved. All approvals must be received by the 8th of each month to ensure payment is received on time.

Approval cutoff dates and check processing dates are reflected as follows:

Pay Period	Approval Cutoff	Payment Date
01/01/2025-01/31/2025	2/8/2025	2/21/2025
02/01/2025-02/28/2025	3/8/2025	3/21/2025
03/01/2025-03/31/2025	4/8/2025	4/18/2025
04/01/2025-04/30/2025	5/8/2025	5/16/2025
05/01/2025-05/31/2025	6/8/2025	6/20/2025
06/01/2025-06/30/2025	7/8/2025	7/18/2025
07/01/2025-07/31/2025	8/8/2025	8/15/2025
08/01/2025-08/312025	9/8/2025	9/19/2025
09/01/2025-09/30/2025	10/8/2025	10/17/2025
10/01/2025-10/31/2025	11/8/2025	11/21/2025
11/01/2024-11/30/2025	12/8/2025	12/19/2025
12/01/2025-12/31/2025	1/8/2026	1/16/2026

Late Submission and Approval

If hours are not submitted and approved prior to the approval cutoff date, you will not receive payment on the payment date. In the event of submitting hours and/or late approvals after the cutoff date, please notify us at finance@agilepartnering.com.

- Hours approved after the cutoff date will be processed on Friday of the following week
- Please note that if any timesheets are missing for a given pay period, that pay period will not be paid out until the missing timesheet has been submitted and approved

Please contact us anytime at finance@agilepartnering.com