

Agile Partnering

Timesheet Submission, Invoicing, and Payment Schedule

Timesheets and Approvals: Timesheets are to be submitted on a weekly basis by 12pm ET each Monday for all hours worked during the previous week. Manager approval is 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 15th and the last day of each month once all hours during the respective pay period are approved. See chart below. For payments made on the 15th, all approvals must be completed by the 8th. For payments on the last date of each month, all approvals must be completed by the 22nd.

Pay Period	Approval Cutoff	Check Date
1/1/2025 - 1/15/2025	1/22/2025	1/31/2025
1/16/2025 - 1/31/2025	2/8/2025	2/14/2025
2/1/2025 - 2/15/2025	2/22/2025	2/28/2025
2/16/2025 - 2/28/2025	3/8/2025	3/14/2025
3/1/2025 - 3/15/2025	3/22/2025	3/31/2025
3/16/2025 - 3/31/2025	4/8/2025	4/15/2025
4/1/2025 - 4/15/2025	4/22/2025	4/30/2025
4/16/2025 - 4/30/2025	5/8/2025	5/15/2025
5/1/2025 - 5/15/2025	5/22/2025	5/30/2025
5/16/2025 - 5/31/2025	6/8/2025	6/13/2025
6/1/2025 - 6/15/2025	6/22/2025	6/30/2025
6/16/2025 - 6/30/2025	7/8/2025	7/15/2025
7/1/2025 - 7/15/2025	7/22/2025	7/31/2025
7/16/2025 - 7/31/2025	8/8/2025	8/15/2025
8/1/2025 - 8/15/2025	8/22/2025	8/29/2025
8/16/2025 - 8/31/2025	9/8/2025	9/15/2025
9/1/2025 - 9/15/2025	9/22/2025	9/30/2025
9/16/2025 - 9/30/2025	10/8/2025	10/15/2025
10/1/2025 - 10/15/2025	10/22/2025	10/31/2025
10/16/2025 - 10/31/2025	11/8/2025	11/14/2025
11/1/2025 - 11/15/2025	11/22/2025	11/28/2025
11/16/2025 - 11/30/2025	12/8/2025	12/15/2025
12/1/2025 - 12/15/2025	12/22/2025	12/31/2025
12/16/2025 - 12/31/2025	1/8/2026	1/15/2026

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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