



Timesheet Submission 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 approval is due by 12pm ET each Tuesday.

Payment Processing and Approval Deadlines: Payments are processed on Fridays for the previous week if all hours for that previous week are approved by end of day on Tuesday. See chart below.

Pay Period	Approval Cutoff	Check Date
12/22/2024 - 12/28/2024	12/31/2024	01/03/2025
12/29/2024 - 1/4/2025	01/07/2025	01/10/2025
1/5/2025 - 1/11/2025	01/14/2025	01/17/2025
1/12/2025 - 1/18/2025	01/21/2025	01/24/2025
1/19/2025 - 1/25/2025	01/28/2025	01/31/2025
1/26/2025 - 2/1/2025	02/04/2025	02/07/2025
2/2/2025 - 2/8/2025	02/11/2025	02/14/2025
2/9/2025 - 2/15/2025	02/18/2025	02/21/2025
2/16/2025 - 2/22/2025	02/25/2025	02/28/2025
2/23/2025 - 3/1/2025	03/04/2025	03/07/2025
3/2/2025 - 3/8/2025	03/11/2025	03/14/2025
3/9/2025 - 3/15/2025	03/18/2025	03/21/2025
3/16/2025 - 3/22/2025	03/25/2025	03/28/2025
3/23/2025 - 3/29/2025	04/01/2025	04/04/2025
3/30/2025 - 4/5/2025	04/08/2025	04/11/2025
4/6/2025 - 4/12/2025	04/15/2025	04/18/2025
4/13/2025 - 4/19/2025	04/22/2025	04/25/2025
4/20/2025 - 4/26/2025	04/29/2025	05/02/2025
4/27/2025 - 5/3/2025	05/06/2025	05/09/2025
5/4/2025 - 5/10/2025	05/13/2025	05/16/2025
5/11/2025 - 5/17/2025	05/20/2025	05/23/2025
5/18/2025 - 5/24/2025	05/27/2025	05/30/2025
5/25/2025 - 5/31/2025	06/03/2025	06/06/2025

6/1/2025 - 6/7/2025	06/10/2025	06/13/2025
6/8/2025 - 6/14/2025	06/17/2025	06/20/2025
6/15/2025 - 6/21/2025	06/24/2025	06/27/2025

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Pay Period	Approval Cutoff	Check Date
6/22/2025 - 6/28/2025	06/30/2025	07/03/2025
6/29/2025 - 7/5/2025	07/08/2025	07/11/2025
7/6/2025 - 7/12/2025	07/15/2025	07/18/2025
7/13/2025 - 7/19/2025	07/22/2025	07/25/2025
7/20/2025 - 7/26/2025	07/29/2025	08/01/2025
7/27/2025 - 8/2/2025	08/05/2025	08/08/2025
8/3/2025 - 8/9/2025	08/12/2025	08/15/2025
8/10/2025 - 8/16/2025	08/19/2025	08/22/2025
8/17/2025 - 8/23/2025	08/26/2025	08/29/2025
8/24/2025 - 8/30/2025	09/02/2025	09/05/2025
8/31/2025 - 9/6/2025	09/09/2025	09/12/2025
9/7/2025 - 9/13/2025	09/16/2025	09/19/2025
9/14/2025 - 9/20/2025	09/23/2025	09/26/2025
9/21/2025 - 9/27/2025	09/30/2025	10/03/2025
9/28/2025 - 10/4/2025	10/07/2025	10/10/2025
10/5/2025 - 10/11/2025	10/14/2025	10/17/2025
10/12/2025 - 10/18/2025	10/21/2025	10/24/2025
10/19/2025 - 10/25/2025	10/28/2025	10/31/2025
10/26/2025 - 11/1/2025	11/04/2025	11/07/2025
11/2/2025 - 11/8/2025	11/11/2025	11/14/2025
11/9/2025 - 11/15/2025	11/18/2025	11/21/2025
11/16/2025 - 11/22/2025	11/25/2025	11/28/2025
11/23/2025 - 11/29/2025	12/02/2025	12/05/2025
11/30/2025 - 12/6/2025	12/09/2025	12/12/2025

12/7/2025 - 12/13/2025	12/16/2025	12/19/2025
12/14/2025 - 12/20/2025	12/22/2025	12/26/2025
12/21/2025 - 12/27/2025	12/29/2025	01/02/2026

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.