

## Encore Technical Staffing 2010 Time Card/Pay Calendar

work period beginning	work period ending	Time report due by noon Pacific Time	Payroll date (w2 employees)	Accounts Payable (Incorporated)
12/06/2009	12/19/2009	12/21/2009 by 5pm	12/24/2009	01/08/2010
12/20/2009	01/02/2010	01/05/2010	01/08/2010	01/21/2010
01/03/2010	01/16/2010	01/19/2010	01/22/2010	02/05/2010
01/17/2010	01/30/2010	02/02/2010	02/05/2010	02/19/2010
01/31/2010	02/13/2010	02/16/2010	02/19/2010	03/05/2010
02/14/2010	02/27/2010	03/02/2010	03/05/2010	03/19/2010
02/28/2010	03/13/2010	03/16/2010	03/19/2010	04/02/2010
03/14/2010	03/27/2010	03/30/2010	04/02/2010	04/16/2010
03/28/2010	04/10/2010	04/13/2010	04/16/2010	04/30/2010
04/11/2010	04/24/2010	04/27/2010	04/30/2010	05/14/2010
04/25/2010	05/08/2010	05/11/2010	05/14/2010	05/28/2010
05/09/2010	05/22/2010	05/25/2010	05/28/2010	06/11/2010
05/23/2010	06/05/2010	06/08/2010	06/11/2010	06/25/2010
06/06/2010	06/19/2010	06/22/2010	06/25/2010	07/09/2010
06/20/2010	07/03/2010	07/06/2010	07/09/2010	07/23/2010
07/04/2010	07/17/2010	07/20/2010	07/23/2010	08/06/2010
07/18/2010	07/31/2010	08/03/2010	08/06/2010	08/20/2010
08/01/2010	08/14/2010	08/17/2010	08/20/2010	09/03/2010
08/15/2010	08/28/2010	08/31/2010	09/03/2010	09/17/2010
08/29/2010	09/11/2010	09/14/2010	09/17/2010	10/01/2010
09/12/2010	09/25/2010	09/28/2010	10/01/2010	10/15/2010
09/26/2010	10/09/2010	10/12/2010	10/15/2010	10/29/2010
10/10/2010	10/23/2010	10/26/2010	10/29/2010	11/12/2010
10/24/2010	11/06/2010	11/08/2010 by 5pm	11/12/2010	11/26/2010
11/07/2010	11/20/2010	11/22/2010 by 5pm	11/26/2010	12/10/2010
11/21/2010	12/04/2010	12/07/2010	12/10/2010	12/24/2010
12/05/2010	12/18/2010	12/21/2010	12/24/2010	01/07/2011
12/19/2010	01/01/2011	01/04/2011	01/07/2011	01/21/2011

**Note:**

- *Client signed time reports faxed in to 650.649.2602 or 541.396.5088 by noon Pacific Time on date shown will be paid as scheduled (unless otherwise noted). Incorporated Accounts must also submit an invoice in addition to the client signed time report by noon (unless otherwise noted).*
- Checks will be ready on the pay date shown by noon or direct deposit funds will be available (W2 only) on the pay date shown. Checks for non-direct deposit funds will be mailed by COB on pay date shown.
- Client signed late time reports (received after deadline) are delayed until the following cycle.
- Time reports unsigned/unapproved by clients can not be processed.
- Time sheets with white-out or corrections must be initialed by manager to be processed.
- After faxing time report, please mail original signed time report within 30 days to:  
Encore Technical Staffing, Attn: Time Cards, PO Box 219, Coquille OR 97423