



## 2010 CONSULTANT PAY SCHEDULE

- ◆ The Experts' work week ends on Sundays (Clients' w/e dates may differ).
- ◆ **Submit Hours each Monday, before 10AM EST**, for the previous week's hours.
- ◆ All Time Cards must be signed, dated and approved by the client supervisor.
- ◆ Please send one time card per transmission and do not include a cover page.
- ◆ Time Cards may be faxed to **954-713-7775** or send via email as a **PDF** attachment to: **timecards@ExpertsIT.com**. Other formats are not compatible.
- ◆ If you do not have any hours for a particular week or expect a delay in submitting the hours to us, please notify The Experts' Payroll Dept. via email, phone or fax by 10AM Monday EST.

PERIOD	WEEK	Start	End	PAY DATE
*1	1	12/14	12/20	1/8
	2	12/21	12/27	
2	3	12/28	1/3	1/22
	4	1/4	1/10	
3	5	1/11	1/17	2/5
	6	1/18	1/24	
4	7	1/25	1/31	2/19
	8	2/1	2/7	
5	9	2/8	2/14	3/5
	10	2/15	2/21	
6	11	2/22	2/28	3/19
	12	3/1	3/7	
*7	13	3/8	3/14	4/2
	14	3/15	3/21	
8	15	3/22	3/28	4/16
	16	3/29	4/4	
9	17	4/5	4/11	4/30
	18	4/12	4/18	
10	19	4/19	4/25	5/14
	20	4/26	5/2	
11	21	5/3	5/9	5/28
	22	5/10	5/16	
12	23	5/17	5/23	6/11
	24	5/24	5/30	
13	25	5/31	6/6	6/25
	26	6/7	6/13	

PERIOD	WEEK	Start	End	PAY DATE
*14	27	6/14	6/20	7/9
	28	6/21	6/27	
15	29	6/28	7/4	7/23
	30	7/5	7/11	
16	31	7/12	7/18	8/6
	32	7/19	7/25	
17	33	7/26	8/1	8/20
	34	8/2	8/8	
18	35	8/9	8/15	9/3
	36	8/16	8/22	
19	37	8/23	8/29	9/17
	38	8/30	9/5	
*20	39	9/6	9/12	10/1
	40	9/13	9/19	
21	41	9/20	9/26	10/15
	42	9/27	10/3	
22	43	10/4	10/10	10/29
	44	10/11	10/17	
23	45	10/18	10/24	11/12
	46	10/25	10/31	
24	47	11/1	11/7	11/26
	48	11/8	11/14	
25	49	11/15	11/21	12/10
	50	11/22	11/28	
26	51	11/29	12/5	12/24
	52	12/6	12/12	

### The Experts - Payroll Department

#### **Inquiries:**

Phone: 954-493-8040 or 800-336-8359  
 Email: payroll@ExpertsIT.com  
 Fax: 954-493-8844

**For Forms, Expense Reports, etc.**

#### **Time Cards:**

Fax: 954-713-7775  
 Time Card Email: timecards@ExpertsIT.com **PDF attachment only**

**\*401(k) enrollment is Quarterly, however you must submit the enrollment form at least 2 weeks prior.**