



2012 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	12/12	12/18	1/6
	2	12/19	12/25	
2	3	12/26	1/1	1/20
	4	1/2	1/8	
3	5	1/9	1/15	2/3
	6	1/16	1/22	
4	7	1/23	1/29	2/17
	8	1/30	2/5	
5	9	2/6	12/12	3/2
	10	2/13	2/19	
6	11	2/20	2/26	3/16
	12	2/27	3/4	
*7	13	3/5	3/11	3/30
	14	3/12	3/18	
8	15	3/19	3/25	4/13
	16	3/26	4/1	
9	17	4/2	4/8	4/27
	18	4/9	4/15	
10	19	4/16	4/22	5/11
	20	4/23	4/29	
11	21	4/30	5/6	5/25
	22	5/7	5/13	
12	23	5/14	5/20	6/8
	24	5/21	5/27	
13	25	5/28	6/3	6/22
	26	6/4	6/10	

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

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.*