

Pay Cycle For 2017

Pay Cycle for 2017

Due date	Pay day
27-Jan	03-Feb
10-Feb	17-Feb
24-Feb	03-Mar
10-Mar	17-Mar
24-Mar	31-Mar
07-Apr	14-Apr
21-Apr	28-Apr
05-May	12-May
19-May	26-May
02-Jun	09-Jun
16-Jun	23-Jun
30-Jun	07-Jul
14-Jul	21-Jul
28-Jul	04-Aug
11-Aug	18-Aug
25-Aug	01-Sep
08-Sep	15-Sep
22-Sep	29-Sep
06-Oct	13-Oct
20-Oct	27-Oct
03-Nov	10-Nov
17-Nov	24-Nov
01-Dec	08-Dec

PERIOD COVER	
From	to
14-Jan	27-Jan
28-Jan	10-Feb
11-Feb	24-Feb
25-Feb	10-Mar
11-Mar	24-Mar
25-Mar	07-Apr
08-Apr	21-Apr
22-Apr	05-May
06-May	19-May
20-May	02-Jun
03-Jun	16-Jun
17-Jun	30-Jun
01-Jul	14-Jul
15-Jul	28-Jul
29-Jul	11-Aug
12-Aug	25-Aug
26-Aug	08-Sep
09-Sep	22-Sep
23-Sep	06-Oct
07-Oct	20-Oct
21-Oct	03-Nov
04-Nov	17-Nov
18-Nov	01-Dec

cycle
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Please note:

Lesson date and duration **MUST** be 100% accurate. You must alert ATS of any lesson that was "late" by writing to me lanphan@excellentlearning.com.au

Due date: Your time sheet **MUST** be submitted by no later than 11:59 pm on the **due date** for it to be processed for the current pay cycle. Otherwise, your time sheet will be dealt with in the next pay cycle. A late fee will apply.

We suggest that you report the lesson immediately after it has finished to avoid late fees.

Period Cover: Any time after the current "Period Cover" is considered "LATE". A late fee will apply. Also, there will be a delay in payment. You will NOT be paid until we have received full payment from the client for the late timesheet.

Pay by Date: Your pay will be processed and funds will be transferred into your account by no later than 6pm of the "Pay By Day" (ie. on Friday one week after the due date). We **DO NOT** take into account your bank processing time.

It could take up to 3 days for your bank to process the money that was transferred into your account by ATS

ONLY contact us the Wednesday after the "Pay by day" for queries regarding your pay.

15-Dec	22-Dec
29-Dec	To be advised

02-Dec	15-Dec
16-Dec	29-Dec

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