

Oregon State Contract Payroll Calendar - PSWs

January 2015

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

February 2015

| Su | Mo | Tu | We | Th | Fr | Sa |
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March 2015

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April 2015

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May 2015

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| 31 | | | | | | |

June 2015

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

PSW Submission Cutoff

Check Date

Federal Holiday/ All Banks Closed

¹Checks may be received 1-3 days after check date, depending on mail service. Direct deposit and Comdata Services are dated for Check Date and may appear in the account at any point throughout the day. If using direct deposit, it is important to remember that some financial institutions process electronic deposits once per day, others twice per day. The time of day when deposits are processed can also vary. The PSW should check with their financial institution to find out when their direct deposit will be processed.

Pay-Period:

The pay-period for Personal Support Workers (PSW) is the 1st-15th and the 16th-end of the month. Time submitted after the end of the pay period will not be processed until the next pay period.

PSW Submission:

Per the Collective Bargaining Agreement (CBA) PSWs must submit their timesheets to their local CDDP or Brokerage 3 business days prior to the 8th and 23rd. PSWs may submit their timesheet any time prior to this date, and are encouraged to submit their time sheets as soon as they have completed their work with an individual for the pay period. This date is highlighted in yellow with the -- symbol.

PSW Payment:

PSWs will be paid in accordance with this calendar. If a PSW submits their time-sheet on or prior to the date that it is due, their check will be dated on check date, indicated in black. However, if the timecard is not submitted in a timely manner (on or before the date due, specified on this calendar and in the CBA), the timecard and payment will not be processed until the next submission date.

Payment Information:

In addition to physical checks, you may also enroll in Direct Deposit to your checking/savings account. To set up Direct Deposit, please fully complete the appropriate Direct Deposit form, attach the required voided check or letter from your bank and fax or mail to TNT. You may also access the forms online at www.TNTFI.com.

As an optional convenience, TNT also offers a pay card through Comdata Services which works much like a debit card without the need for an existing bank account. For more information about the Comdata card, please contact TNT so that a package of enrollment materials for Comdata may be sent to you. Similar to a debit card, there are terms and conditions as well as some fees governing the use of the card.