



## **Payroll Cut-off Details**

At Rob's Drywall Services Ltd. invoices are paid on time (less any holdbacks, or deductions that have been discussed). In order for the office to pay the invoice on time, please observe the following deadline for invoices and cut off times for completed work:

The **deadline for invoices to be sent in is 8am on the 10<sup>th</sup> and 25<sup>th</sup>**, however  
The **cutoff for work included on the invoice is by end of work day on the 10<sup>th</sup> and 25<sup>th</sup>**.

Any invoices that are not in by the 8am deadline on the 10<sup>th</sup> and 25<sup>th</sup> cannot be guaranteed to be processed that pay period. If you want to be guaranteed paid on time, please submit your invoice on time.

**If the deadline falls on a weekend or holiday, THE DUE DATE AND TIME DOES NOT CHANGE** please ensure you send in your invoice on or before the invoicing deadline of **8am on the 25<sup>th</sup> and 10<sup>th</sup>**. This allows the office to complete payroll efficiently and accurately while meeting our bank deadlines. We have opted to keep it consistently 8am on the 10<sup>th</sup> and 25<sup>th</sup> to avoid any confusion over weekends or holidays. Invoices are due 8am on the 10<sup>th</sup> and 25<sup>th</sup>.

Funds will be deposited into your account on the 1<sup>st</sup> or 15<sup>th</sup> of the month, or the next business day following the 1<sup>st</sup> or 15<sup>th</sup> if the regular pay day falls on a weekend or holiday. If you have any questions, please call Marcy, or if your funds are not deposited by the morning following payday (funds can be deposited at any time until midnight).