

Direct Hire Form

Begin Date	End Date	Approval Levels 1 and 2 are Complete ¹	Approval Levels 3 and 4 are Complete ^{1,2}	Supplemental Pay Transactions Due to Level 4 (including ad hoc approvals) ¹	Supplemental Pay Transactions Due to GTHR Level 5 (including ad hoc approvals) ¹	Payroll Processed	Pay Date	Work Days	Pay Run ID
07/01/20	07/31/20	07/01/20	07/06/20	07/08/20	07/15/20	07/22/20	07/31/20	23	07M1
08/01/20	08/31/20	07/29/20	08/03/20	08/05/20	08/12/20	08/19/20	08/31/20	21	08M1
09/01/20	09/30/20	09/02/20	09/07/20	09/09/20	09/16/20	09/23/20	09/30/20	22	09M1
10/01/20	10/31/20	10/02/20	10/06/20	10/09/20	10/16/20	10/23/20	10/30/20	22	00M1
11/01/20	11/30/20	10/30/20	11/03/20	11/06/20	11/13/20	11/20/20	11/30/20	21	0NM1
12/01/20	12/31/20	11/30/20	12/04/20	12/07/20	12/14/20	12/21/20	12/31/20	23	0DM1

Summer Pay Processing Schedule (After May)

Begin Date	End Date	5pm Data Entry Deadline	Pay Date
06/01/20	06/30/20	06/18/20	06/30/20
07/01/20	07/31/20	07/17/20	07/31/20
08/01/20	08/31/20	08/14/20	08/31/20

¹ These dates assume that submissions are free from error and follow GT and USG policies. This also assumes that positions have been approved and attributes are accurate.

² Employee hired/rehired needs to complete Section I of onboarding within 5 business days from this date.