



**2025 Time Sheet Reporting Schedule - BiWeekly**

	Hours Worked		Time Sheet Submitted
	From:	To:	By 12:00 Noon On
26	12/2/2024	12/15/2024	12/16/2024
1	12/16/2024	12/29/2024	12/30/2024
2	12/30/2024	1/12/2025	1/13/2025
3	1/13/2025	1/26/2025	1/27/2025
4	1/27/2025	2/9/2025	2/10/2025
5	2/10/2025	2/23/2025	2/24/2025
6	2/24/2025	3/9/2025	3/10/2025
7	3/10/2025	3/23/2025	3/24/2025
8	3/24/2025	4/6/2025	4/7/2025
9	4/7/2025	4/20/2025	4/21/2025
10	4/21/2025	5/4/2025	5/5/2025
11	5/5/2025	5/18/2025	5/19/2025
12	5/19/2025	6/1/2025	6/2/2025
13	6/2/2025	6/15/2025	6/16/2025
14	6/16/2025	6/29/2025	6/30/2025
15	6/30/2025	7/13/2025	7/14/2025
16	7/14/2025	7/27/2025	7/28/2025
17	7/28/2025	8/10/2025	8/11/2025
18	8/11/2025	8/24/2025	8/25/2025
19	8/25/2025	9/7/2025	9/8/2025
20	9/8/2025	9/21/2025	9/22/2025
21	9/22/2025	10/5/2025	10/6/2025
22	10/6/2025	10/19/2025	10/20/2025
23	10/20/2025	11/2/2025	11/3/2025
24	11/3/2025	11/16/2025	11/17/2025
25	11/17/2025	11/30/2025	12/1/2025
26	12/1/2025	12/14/2025	12/15/2025
1	12/15/2025	12/28/2025	12/29/2025
2	12/29/2025	1/11/2026	1/12/2026

**For insurance questions please see:** <https://www.TeamGTN.com>

Payroll questions: [Payroll@TeamGTN.com](mailto:Payroll@TeamGTN.com)



## 2025 Time Sheet Reporting Schedule - BiWeekly

Hours Worked		Time Sheet Submitted
From:	To:	By 12:00 Noon On

HR / insurance questions: [HR@TeamGTN.com](mailto:HR@TeamGTN.com)

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**/ Internal**

<b>Pay Day</b>
12/20/2024
1/3/2025
1/17/2025
1/31/2025
2/14/2025
2/28/2025
3/14/2025
3/28/2025
4/11/2025
4/25/2025
5/9/2025
5/23/2025
6/6/2025
6/20/2025
7/4/2025
7/18/2025
8/1/2025
8/15/2025
8/29/2025
9/12/2025
9/26/2025
10/10/2025
10/24/2025
11/7/2025
11/21/2025
12/5/2025
12/19/2025
1/2/2026
1/16/2026

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**/ Internal**

**Pay Day**