



## 2025 Time Sheet Reporting Schedule - Semi-Monthly Contractors

	Hours Worked		Time Sheet Submitted	Pay Day
	From:	To:	By 12:00 Noon On	
24	12/16/2024	12/31/2024	1/1/2025	1/7/2025
1	1/1/2025	1/15/2025	1/16/2025	1/22/2025
2	1/16/2025	1/31/2025	2/1/2025	2/7/2025
3	2/1/2025	2/15/2025	2/16/2025	2/22/2025
4	2/16/2025	2/28/2025	3/1/2025	3/7/2025
5	3/1/2025	3/15/2025	3/16/2025	3/22/2025
6	3/16/2025	3/31/2025	4/1/2025	4/7/2025
7	4/1/2025	4/15/2025	4/16/2025	4/22/2025
8	4/16/2025	4/30/2025	5/1/2025	5/7/2025
9	5/1/2025	5/15/2025	5/16/2025	5/22/2025
10	5/16/2025	5/31/2025	6/1/2025	6/7/2025
11	6/1/2025	6/15/2025	6/16/2025	6/22/2025
12	6/16/2025	6/30/2025	7/1/2025	7/7/2025
13	7/1/2025	7/15/2025	7/16/2025	7/22/2025
14	7/16/2025	7/31/2025	8/1/2025	8/7/2025
15	8/1/2025	8/15/2025	8/16/2025	8/22/2025
16	8/16/2025	8/31/2025	9/1/2025	9/7/2025
17	9/1/2025	9/15/2025	9/16/2025	9/22/2025
18	9/16/2025	9/30/2025	10/1/2025	10/7/2025
19	10/1/2025	10/15/2025	10/16/2025	10/22/2025
20	10/16/2025	10/31/2025	11/1/2025	11/7/2025
21	11/1/2025	11/15/2025	11/16/2025	11/22/2025
22	11/16/2025	11/30/2025	12/1/2025	12/7/2025
23	12/1/2025	12/15/2025	12/16/2025	12/22/2025
24	12/16/2025	12/31/2025	1/1/2026	1/7/2026
1	1/1/2026	1/15/2026	1/16/2026	1/22/2026
2	1/16/2026	1/31/2026	2/1/2026	2/7/2026

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

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

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