

Oregon State Contract Payroll Calendar - PSWs

July 2014							August 2014							September 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4 ◊	5						1	2		1 ◊	2	3 °	4	5	6
6	7	8	9	10	11	12	3	4	5 °	6	7	8	9	7	8	9	10	11	12 ^	13
13	14	15	16	17	18 °	19	10	11	12	13	14 ^	15	16	14	15	16	17	18 °	19	20
20	21	22	23	24	25	26	17	18	19 °	20	21	22	23	21	22	23	24	25	26	27
27	28	29 ^	30	31			24	25	26	27	28 ^	29	30	28	29	30				
							31													

October 2014							November 2014							December 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1 ^	2	3 °	4							1		1	2	3 °	4	5	6
5	6	7	8	9	10	11	2	3	4 °	5	6	7	8	7	8	9	10	11	12 ^	13
12	13 ◊	14	15 ^	16	17	18	9	10	11 ◊	12	13	14 ^	15	14	15	16	17	18 °	19	20
19	20 °	21	22	23	24	25	16	17	18 °	19	20	21	22	21	22	23	24	25 ◊	26	27
26	27	28	29 ^	30	31		23	24	25	26	27 ◊	28 ^	29	28	29	30 ^				
							30													

PSW Submission Cutoff °
Check Processed ¹ ^
National federal holiday- all banks closed ◊

Pay-Period:

The pay-period for Personal Support Workers (PSW) is the 1st-15th and the 16th-end of the month.

PSW Submission:

¹ The date the check is processed is not the date a PSW will receive payment. Payment will be processed on this date, and may be received 1-3 business days after processing based on type of payment requested (check, direct deposit, Comdata Services), mail service, etc. 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 bank or financial institution to find out when their direct deposit will be processed.

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 processed on the next date indicated check processed, (highlighted in purple, with the ^ symbol). 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.