



## **Pay Days – 2012**

### **W-2 Consultants**

TechProse consultants assigned to work for specific projects are paid per the regular fiscal and personnel policies of TechProse. You are required to report time on a weekly basis Monday through Sunday at [www.clarizen.com](http://www.clarizen.com). All time must be reported in the Clarizen system by 5:00 PM every Sunday.

There are two pay cycles per month and two pay dates per month. Pay cycle and corresponding pay date are listed below.

You will receive weekly reminders from Clarizen and may have additional time reporting requirements depending on the project and client. Your pay cycle and pay dates will remain the same as below.

<b><u>PAY CYCLE</u></b>	<b><u>PAY DATE</u></b>
January 1-15	January 26
January 16-31	February 10
February 1-15	February 24
February 16-29	March 9
March 1-15	March 26
March 16-31	April 10
April 1-15	April 26
April 16-30	May 10
May 1-15	May 25
May 16-31	June 8
June 1-15	June 26
June 16-30	July 10
July 1-15	July 26
July 16-31	August 10
August 1-15	August 24
August 16-31	September 10
September 1-15	September 26
September 16-30	October 10
October 1-15	October 26
October 16-31	November 9
November 1-15	November 26
November 16-30	December 10
December 1-15	December 21
December 16-31	January 10, 2013