

IP payment schedule

Paychecks are sent/deposited **twice a month**.

Assuming that each payroll period is submitted separately and on-time, IPs receive payment for the first half of the month's payroll (1st – 15th) in one paycheck and payment for the second half of the month's payroll (16th – 31st) in a second paycheck.

Please review the payroll schedule closely to ensure timesheets are submitted on time. The current payroll schedule can be found at www.IPOne.org.

**If a timesheet is submitted after the scheduled timesheet due date, it will be processed and paid out in the next available payroll, which could result in over a two-week delay in receiving payment.*

Things to Remember...

- Submit timesheets or e-timesheets **on or before the due dates on the payroll schedule**. Users can submit timesheets earlier if the IP is done working, but the IP will still be paid according to the payroll schedule. IPs cannot submit a timesheet for hours not yet worked.
- It is recommended that users **SAVE** timesheets and not submit a timesheet until the timesheet due date or until the last day worked for the pay period. Submitting a timesheet multiple times before the end of a pay period may cause system delays.
- To ensure the IP gets paid on time, submitting timesheets online is recommended. IPOne will give immediate feedback if there are any issues with an e-timesheet. Users will get confirmation immediately when an e-timesheet has been successfully submitted. **If timesheets are received after the deadline, they will not get paid out until the following pay period. Keep holidays in mind when submitting paper timesheets.** If paper timesheets are received with errors, they will be submitted for processing in the next available pay period after the issues are corrected.
- Users can **check the status** of an e-timesheet in the BetterOnline IPOne Web Portal. After submitting an e-timesheet a user should confirm that the e-timesheet status shows as **Approved** to ensure the timesheet has been received and is ready to be processed for payment.

REMINDER:
You must submit a timesheet in order to receive payment.