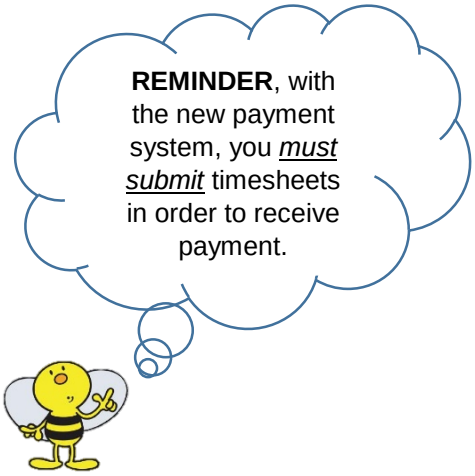
How Often Will I Be Paid?

With IPOne, paychecks are sent/deposited **twice a month* with the exception of March 2016.** You will 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. You can find a current payroll schedule at www.ipone.org.

March has 3 payroll periods. Please review the payroll schedule closely so you can be sure to submit your timesheets on time.

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

Things to Remember…

- Submit your timesheet or e-timesheet **on or before the dues dates on the payroll schedule**. You can submit your timesheet earlier if you are done working but you will still be paid according to the payroll schedule. You cannot submit for hours you have not yet worked.

- To ensure you get paid on time, we recommend submitting your timesheets online. IPOne will give you immediate feedback if there are issues with your e-timesheet. You will get confirmation immediately when it 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 in the next possible pay period after the issues are corrected.