

## H&S Pay Schedule

We pay on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month for work completed the previous month.

The “Payment Date” / “Generated Date” you see in the LC360 system reflects the date our billing department begins processing the payroll, but the Direct Deposit date for the check is based on the consistent schedule.

All work completed between the 1<sup>st</sup> and 15<sup>th</sup> of each month will be paid on the 15<sup>th</sup> of the following month.

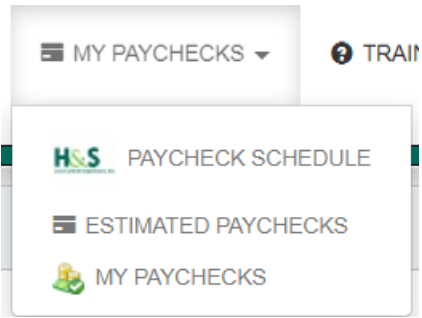
Likewise, all work completed between the 16<sup>th</sup> and the last day (30<sup>th</sup>/31<sup>st</sup>) of the month will be paid on the last day (30<sup>th</sup>/31<sup>st</sup>) of the following month.

<b>Case COMPLETED &amp; through QA</b>	<b>Check PAID</b>
1/1 - 1/15	2/15
1/16 - 1/31	2/28
2/1 - 2/15	3/15
2/16 - 2/28	3/31
3/1 - 3/15	4/15
3/16 - 3/31	4/30
4/1 - 4/15	5/15
4/16 - 4/30	5/31
5/1 - 5/15	6/15
5/16 - 5/31	6/30
6/1 - 6/15	7/15
6/16 - 6/30	7/31
7/1 - 7/15	8/15
7/16 - 7/31	8/31
8/1 - 8/15	9/15
8/16 - 8/31	9/30
9/1 - 9/15	10/15
9/16 - 9/30	10/31
10/1 - 10/15	11/15
10/16 - 10/31	11/30
11/1 - 11/15	12/15
11/16 - 11/30	12/31
12/1 - 12/15	1/15
12/16 - 12/31	1/31

**If you have any additional questions regarding payments, please email Linda Hoyt at [lhoyt@hsreports.com](mailto:lhoyt@hsreports.com). Thank you!**

**Scroll down** for screenshots showing how to determine your paycheck date in LC360.

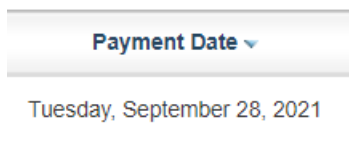
Click the MY PAYCHECKS tab.



“Estimated Paychecks” shows cases that have been Completed but have *not yet* been processed for payroll.

“My Paychecks” shows cases that have been Completed and have *already* been processed for the next payroll.

**Example pay period for H&S processing date 9/28 vs. pay date 10/15:**



The “Payment Date” is **not** the paycheck date. It is the date our payroll department processes the applicable cases for the next payroll.



Click the magnifying glass icon to view the payment invoice in your web browser. Click the Adobe icon if you would like to download the PDF.

**Payment**  
 X Generated Date 9/28/2021  
 Payment for Cases done from 9/2/2021 to 9/14/2021

No. 6	9/2/2021
-------	----------

As you will see, the “Payment Date” is actually the “Generated Date.”

This is the date our payroll department processes upcoming payments in the payroll database. This *could* be up to 30 days before the paycheck date.

**Payment**  
 Generated Date 9/28/2021  
 Payment for Cases done from 9/2/2021 to 9/14/2021

No. 6	9/2/2021
-------	----------

Therefore, only look at the date range in which the reports were completed.

Refer back to page 1. This paycheck will be direct deposited on 10/15/2021.

Case COMPLETED & through QA	Check PAID
9/1 - 9/15	10/15