

GLOBAL CLIENT PAYROLL SUBMISSION CHART FOR PAYTRAK

Funding method	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Direct Wire by Client	Payroll input received by 10 AM EST See footnote 5 & 6	Payroll gross to net report preview provided for approval by 10 AM EST	Payroll approval from client to be received by 10 AM EST	<u>Direct Wire by Client:</u> Payroll is finalized and Invoice provided. Payroll placed on hold for transfer pending funding receipt. Client to initiate wire by noon. See footnote 7		Payroll funding must be received by 10 AM EST. Payroll file is transferred to the bank by 11:30 AM EST.	See footnote 8	Net pay received
Direct Debit of Client Canadian Bank Account (CAD currency)			Payroll input received by 10 AM EST See footnote 5 & 6	Payroll gross to net report uploaded into WebGlobe for approval by 10 AM EST	Payroll approval from client to be received by 10 AM EST. Payroll consolidated for bank transfer by 11:30 AM EST.	Client account debited for payroll funding. See footnote 6	Client Payroll funding confirmed	Net pay received

Footnote:

- 1) PayTrak only operates with CAD currency. All client payroll submissions are to be in CAD currency.
- 2) PayTrak does not offer currency conversion.
- 3) PayTrak operates only in EST.
- 4) Payroll submission after business hours, on a weekend, or statutory holiday will be noted as received the next business day 8 AM EST.
- 5) **Statutory holiday submission schedule:** Payroll submission is to be submitted by 10 AM EST the business day before your regularly scheduled submission date.
- 6) **Payroll funding date on a statutory holiday:** Payroll submission must be submitted by 10 AM EST the business day before your regularly scheduled submission date to accommodate any bank closures. Payroll funding must be received two (2) business days before payroll paydate.
- 7) Wire funding may take two (2) business days for payroll funding to be received by PayTrak. Funding must be initiated four (4) business days before the payroll pay date. Payroll file release for bank transfer is executed once payroll funding is received by PayTrak.
- 8) If payroll funding is not received by 10:00 AM EST, the payroll file is not released to the bank. Net pay is not received per original payroll document pay date until payroll funding is received. The net pay is the next business day upon receipt of funding.