

Freelance and Contract Labor 2024 Pay Schedule

All invoices are due within 24-48 hours of the last day you worked on a show.

Invoices must be submitted by **12pm Monday** after Pay Day (previous pay period) to be paid on the next pay day.

If you are working on **Deadline Monday** past 12pm (noon) and want to get your invoice in, you must submit it after your shift is over. (no later than Monday at 11:59 PM)

Invoices turned in after the 12pm deadline are subject to be held until the next pay cycle 14 days later

Checks will be mailed out every other Friday on Pay Days

Example: If you work on 1/7, and submit your invoice before 5pm on 1/8, your invoice will be submitted to Accounting on 1/9 for a check to go out on 1/19, as long as the invoice is submitted no later than 11:59pm on 1/8 and is free of any errors or inaccuracies.

Inspire Freelance Paydays in **YELLOW** and in the invoice Deadlines are listed in **blue** with dates in **RED**

2024																											
JAN							APR							JUL							OCT						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6		1	2	3	4	5	6		1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	7	8	9	10	11	12	13	7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	14	15	16	17	18	19	20	14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30	31				28	29	30					28	29	30	31				27	28	29	30	31		
FEB							MAY							AUG							NOV						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3				1	2	3	4					1	2	3						1	2
4	5	6	7	8	9	10	5	6	7	8	9	10	11	4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29			26	27	28	29	30	31		25	26	27	28	29	30	31	24	25	26	27	28	29	30
MAR							JUN							SEP							DEC						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	2	3	4	5	6	7	8	8	9	10	11	12	13	14	8	9	10	11	12	13	14
10	11	12	13	14	15	16	9	10	11	12	13	14	15	15	16	17	18	19	20	21	15	16	17	18	19	20	21
17	18	19	20	21	22	23	16	17	18	19	20	21	22	22	23	24	25	26	27	28	22	23	24	25	26	27	28
24	25	26	27	28	29	30	23	24	25	26	27	28	29	29	30						29	30	31				
31							30																				

Invoice Deadline (5pm-Late at 5:01pm Monday)
 # Payday
 # Holiday observed, office closed