

2024 Disbursement Schedule

GTA's cycles for payroll and expense reimbursements are bi-weekly and are paid in arrears.

You are required to submit weekly timesheets through BTE. These timesheets should be submitted every Sunday, so there is no delay with the payroll. Late submissions risk not being processed until the next pay cycle.

Expenses are submitted through Paycom, and items should be submitted in a timely manner (after completion of the business trip, or purchases have been made). If expenses are submitted late, GTA cannot guarantee expenses will be reimbursed.

Cycle	Disbursement Date
Dec 25 - Jan 7, 2024	Friday, January 12, 2024
Jan 8 - Jan 21, 2024	Friday, January 26, 2024
Jan 22 - Feb 4, 2024	Friday, February 9, 2024
Feb 5 - Feb 18, 2024	Friday, February 23, 2024
Feb 19 - Mar 3, 2024	Friday, March 8, 2024
Mar 4 - Mar 17, 2024	Friday, March 22, 2024
Mar 18 - Mar 31, 2024	Friday, April 5, 2024
Apr 1 - Apr 14, 2024	Friday, April 19, 2024
Apr 15 - Apr 28, 2024	Friday, May 3, 2024
Apr 29 - May 12, 2024	Friday, May 17, 2024
May 13 - May 26, 2024	Friday, May 31, 2024
May 27 - June 9, 2024	Friday, June 14, 2024
June 10 - June 23, 2024	Friday, June 28, 2024
June 24 - July 7, 2024	Friday, July 12, 2024
July 8 - July 21, 2024	Friday, July 26, 2024
July 22 - Aug 4, 2024	Friday, August 9, 2024
Aug 5 - Aug 18, 2024	Friday, August 23, 2024
Aug 19 - Sept 1, 2024	Friday, September 6, 2024
Sept 2 - Sept 15, 2024	Friday, September 20, 2024
Sept 16 - Sept 29, 2024	Friday, October 4, 2024
Sept 30 - Oct 13, 2024	Friday, October 18, 2024
Oct 14 - Oct 27, 2024	Friday, November 1, 2024
Oct 28 - Nov 10, 2024	Friday, November 15, 2024
Nov 11 - Nov 24, 2023	Friday, November 29, 2024
Nov 25 - Dec 8, 2024	Friday, December 13, 2024
Dec 9 - Dec 22, 2024	Friday, December 27, 2024

The information contained herein is confidential and proprietary to GTA.