

2023 Disbursement Schedule

GTA's cycles for payroll, per diem 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 new 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
May 1 to May 14, 2023	Friday, May 26, 2023
GTA's disbursement schedule moves to bi-weekly	
May 15 to May 28, 2023	Friday, June 2, 2023
May 29 to June 11, 2023	Friday, June 16, 2023
June 12 to June 25, 2023	Friday, June 30, 2023
June 26 to July 9, 2023	Friday, July 14, 2023
July 10 to July 23, 2023	Friday, July 28, 2023
July 24 to August 6, 2023	Friday, August 11, 2023
August 7 to August 20, 2023	Friday, August 25, 2023
August 21 to Sept 3, 2023	Friday, September 8, 2023
Sept 4 to Sept 17, 2023	Friday, September 22, 2023
Sept 18 to Oct 1, 2023	Friday, October 6, 2023
Oct 2 to Oct 15, 2023	Friday, October 20, 2023
Oct 16 to Oct 29, 2023	Friday, November 3, 2023
Oct 30 to Nov 12, 2023	Friday, November 17, 2023
Nov 13 to Nov 26, 2023	Friday, December 1, 2023
Nov 27 to Dec 10, 2023	Friday, December 15, 2023
Dec 11 to Dec 24 2023	Friday, December 29, 2023

The information contained herein is confidential and proprietary to GTA.