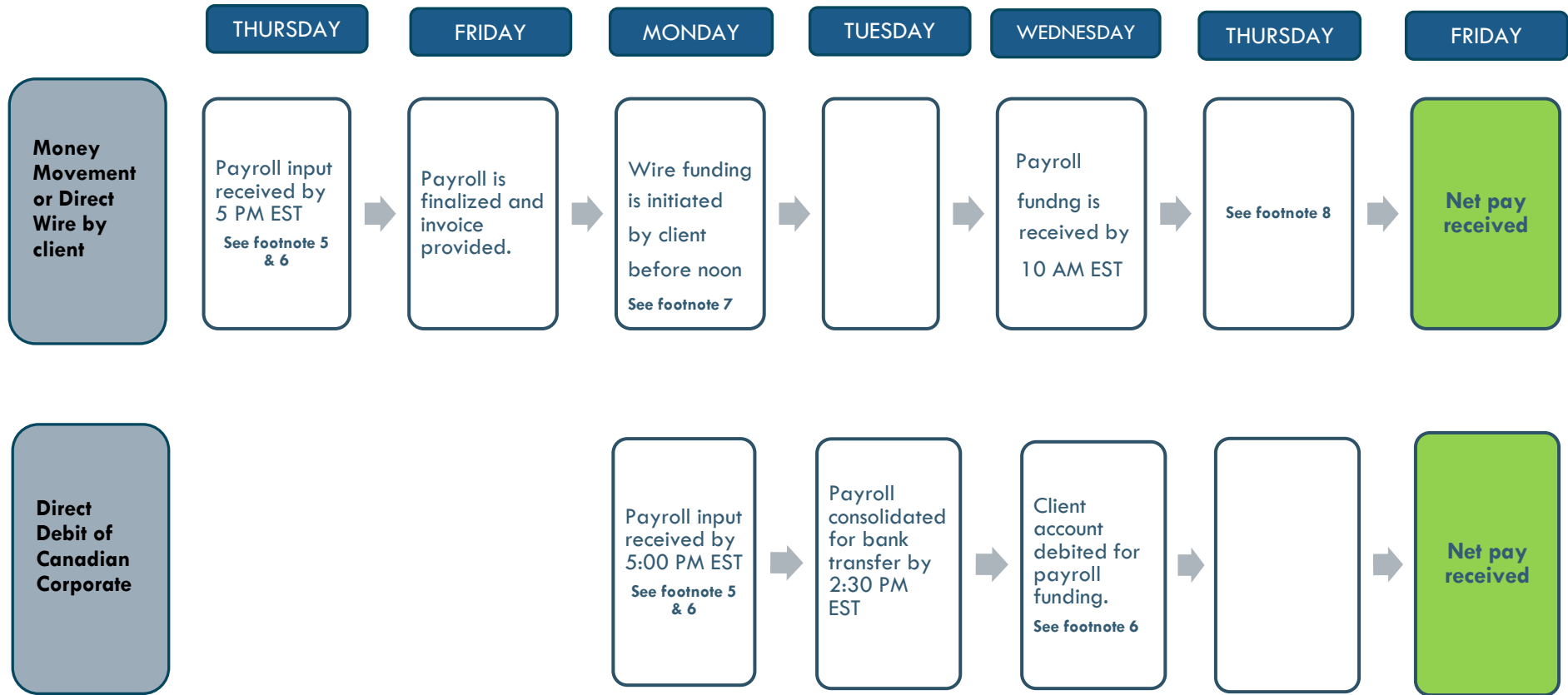


## GLOBAL CLIENT PAYROLL SUBMISSION CHART FOR PAYTRAK (No Approval)



**Footnote:**

- 1) PayTrak only operates with CAD currency. Payroll funding must be received in Canadian currency.
- 2) PayTrak does not offer currency conversion.
- 3) PayTrak timezone is 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
- 7) Wire/Money Movement funding may take 2 business days for payroll funding to be received by PayTrak. Payroll file is released for bank transfer once payroll funding is received by PayTrak.
- 8) If payroll funding is not received by 10:00 AM EST the date due, 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 revised net pay date is the next business day upon receipt of funding.