



**MITCHELL  
MARTIN**  
*Your talent. Our passion*

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[WWW.ITMMI.COM](http://www.itmmi.com)  
 Phone IT Main (212) 943-1404

[WWW.HCMMI.COM](http://www.hcmmi.com)  
 Phone HC Main (212) 943-2808

Below, please find our 2017 Payroll Schedule indicating the dates approved time sheets are due. Note: Completed invoices & approved time Sheets are due by 12pm on the DUE date noted below.

TIME PERIOD -----	TIMESHEET DUE -----	PAY DATE -----
01/02/17 - 01/15/17	01/16/17	01/20/17
01/16/17 - 01/29/17	01/30/17	02/03/17
01/30/17 - 02/12/17	02/13/17	02/17/17
02/13/17 - 02/26/17	02/27/17	03/03/17
02/27/17 - 03/12/17	03/13/17	03/17/17
03/13/17 - 03/26/17	03/27/17	03/31/17
03/27/17 - 04/09/17	04/10/17	04/14/17
04/10/17 - 04/23/17	04/24/17	04/28/17
04/24/17 - 05/07/17	05/08/17	05/12/17
05/08/17 - 05/21/17	05/22/17	05/26/17
05/22/17 - 06/04/17	06/05/17	06/09/17
06/05/17 - 06/18/17	06/19/17	06/23/17
06/19/17 - 07/02/17	07/03/17	07/07/17
07/03/17 - 07/16/17	07/17/17	07/21/17
07/17/17 - 07/30/17	07/31/17	08/04/17
07/31/17 - 08/13/17	08/14/17	08/18/17
08/14/17 - 08/27/17	08/28/17	09/01/17
08/28/17 - 09/10/17	09/11/17	09/15/17
09/11/17 - 09/24/17	09/25/17	09/29/17
09/25/17 - 10/08/17	10/09/17	10/13/17
10/09/17 - 10/22/17	10/23/17	10/27/17
10/23/17 - 11/05/17	11/06/17	11/10/17
11/06/17 - 11/19/17	11/20/17	11/24/17
11/20/17 - 12/03/17	12/04/17	12/08/17
12/04/17 - 12/17/17	12/18/17	12/22/17
12/18/17 - 12/31/17	01/01/18	01/05/18
01/01/18 - 01/14/18	01/15/18	01/19/18

**IT timesheets / invoices should be emailed to [pay@itmmi.com](mailto:pay@itmmi.com) or Faxed to 646 355 0229 Attn: Payroll**

**Healthcare timesheets should be emailed to [hcpayroll@hcmmi.com](mailto:hcpayroll@hcmmi.com) or Faxed to 212 967 2711 Attn: HC Payroll**