

## Contractors Employment Service (CES) 2025 List of Paydays

### The deadline for completed timecards to be in the office is Midnight on Sunday

1. **Email** a clear and legible picture of completed timecard to [info@ctesworkzone.com](mailto:info@ctesworkzone.com) or fax to (503) 654-0071. If you do not receive a confirmation by Tues at 4:00PM then **call the office ASAP** (503) 654-0021 to confirm we received your total hours.
2. Turning in timecards after the Sunday deadline or with missing customer signatures may delay your paycheck.
3. Please get timecards to us by the Sunday deadline whether the customer has signed or not.
4. For quicker pay, ease and security, **we strongly recommended** you sign up for **Direct Deposit**. All other paychecks are mailed.
5. If you get a paper check mailed and require a quick replacement because it was: lost in the mail, wrong address, no apt number, etc. a \$30 (bank stop payment) fee may be deducted from your pay. Postal service delivery and timing is beyond our control.

\*When the payroll week has a holiday please get your timecards to the office at least one day early.

**\$\$ CASH BONUSES** – Every 3 months **\$100.00 Bonuses** will be rewarded in Jan, April, July and Oct to employees who meet **ALL** of the requirements on page 2 of your Employee Handbook.

- Timecard Deadline
- Payday is Friday (only if Sunday deadline is met) **Direct Deposit arrives one day early (Thursday)**
- Office Closed Holiday
- Office hours limited or closed Holiday

January						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**2025 OFFICE CLOSURES** : our Office at 2700 SE Harrison in Milwaukie will be closed for a minimum of 5 holidays this year:  
**New Years Day, Wed Jan 1; Independence Day, Fri July 4; Thanksgiving Day, Thurs Nov. 27; Christmas Eve, Wed. Dec 24 and Christmas Day, Thurs Dec 25.**

The office may close or run limited hours on: Memorial Day, Mon. May 26; Labor Day, Mon. Sept. 1; the Day after Thanksgiving, Fri Nov 28; the Day before New Years, Wed Dec 31  
 (This schedule is subject to change without notice)