

## Payroll Processing and Funding Schedule

### PAYROLL PROCESSING SCHEDULE

In accordance with the terms of the Payroll Services Agreement, production will collect and deliver to Revolution the timecards and start paperwork for services rendered by production personnel not later than two business days prior to the date payroll is to be released and not later than 2:00pm on such day. Documentation delivered after 2:00pm will be deemed delivered the following business day.

#### Thursday Pay Date

Revolution receives timesheets and start paperwork from production by not later than:  
**Tuesday, 2pm (Local Time).**

#### Friday Pay Date

Revolution receives timesheets and start paperwork from production by not later than:  
**Wednesday, 2pm (Local Time).**

#### Client Review of Estimate Invoice

Revolution sends production the batch estimate invoices for review and will make any necessary revisions that are requested by production. Once estimate invoices are approved, client either wires money, an ACH debit is initiated by Revolution, or funds are drawn from a deposit that is with Revolution. Once funding is received from production, checks are printed, direct deposits initiated, and final reports are sent to production. *To ensure timely release of payroll, please review the estimate invoices within **24 hours** of receipt.*

#### Direct Deposit Bank Deadline

Payroll with direct deposit released by **3:00pm PST** will fund the employee account the next morning. If after 3:00pm PST and before 10am PST (next day), direct deposit will fund the employee account before the end of the next business day. There may be restrictions and delays imposed by the employee's receiving bank.

#### Notes:

- Production should be aware of any union mandated pay schedules and ensure they prioritize submission of certain unions to comply accordingly (e.g., Teamsters and SAG may require a Thursday pay date)
- Bank holidays and other major holidays will alter the processing schedule
- Payroll will be released on the same day Revolution receives payment from production for the approved estimate invoices unless other arrangements are made in writing and agreed to by Revolution and production

## PAYROLL FUNDING OPTIONS

Revolution offers productions three methods to fund the approved payroll.

- Wire Transfer
- Drawdown from a Deposit
- ACH Debit

### Wires Transfers

Wire Transfers must be received by **Thursday 2 pm Pacific** for timely payment of direct deposits with a **Friday** pay date. Please remember to notify your payroll coordinator of the amount wired and the associated invoice number so that payment is applied appropriately. Many banks may have specific deadlines for outgoing wires.

### Drawdown from a Deposit

Production can pre-fund as many weeks of payroll as desired. As production approves the estimate invoices, Revolution will release the payroll and drawdown (debit) the amount held on deposit from production's balance. Union mandated deposits cannot be drawn from without the written approval of the Union, which generally occurs towards the end of production.

### ACH Debit Payments (For Revolution Finance Approved Clients)

ACH Debit payments are overnight banking transactions for which Revolution pulls funds from a production company account the day payroll is approved. Funds may not be available to Revolution until the next business day. Once funds are confirmed to have been received in Revolution's bank account, payroll will be released. Once payroll is released, it may take another day for funds to reach an employee's account if the employee chooses direct deposit. ACH Debit payments must be received and confirmed by Revolution on **Wednesday** to ensure that paychecks are dated and mailed, or that funds are deposited into the employee's account by **Friday**.

## DISTRIBUTING CHECKS AND VOUCHERS TO EMPLOYEES

Once a payroll is processed, all checks and vouchers are available for printing. These items can be printed at our offices and can be held for pickup, mailed to employees, or shipped to the production office. We also offer remote check printing to approved productions so that checks can be printed at the production office.