

Weekly Olean Deadlines

It's important that your office is aware of the deadlines that Olean has set, in order to process everything on a weekly basis.

Monday

- Orders Hand delivered in Olean must be received by **Monday 4:30pm** ET
 - Remember to Overnight orders, checks and miscellaneous items to arrive in Olean by Tuesday

Tuesday

- Orders delivered by UPS, Fedx, USPS, etc.-Must be received on **Tuesday by 4:30pm** ET
- Orders Entered on Cutco order entry-Must be submitted by **Tuesday at 6:00am** ET
- Orders faxed to Olean- Must be received by **Tuesday 6:00am** ET

Wednesday

- Withholdings (Setup and Release)- Must be received in Olean by Wednesday end of business to guarantee by commissions
- Base Pay- Must be entered on VectorConnect by Wednesday end of business to guarantee by commissions
- AM Pay additions/changes/deletions- Must be received in Olean by Wednesday end of business to guarantee by commissions
- Rep Transfers- Must be received in Olean by Wednesday end of business with both manager's approval to guarantee by commissions

Thursday

- Conference Refunds from Region- by **10:00am** ET
- Resolved Problem orders- must receive resolution by **11:00am** ET to guarantee by commissions
- Conference Charges entered on COLA- Must be entered by **1:00pm** ET on Thursday to guarantee by commissions

Last Revision:

2024-02-15 01:53 PM ET