



## 2018

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### TIMESHEETS DUE

**10:00 AM**

on the

**16<sup>th</sup> and 1<sup>st</sup>**

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### PAYDAYS

|          |           |
|----------|-----------|
| June 6th | June 21st |
| July 6th | July 20th |
| Aug 6th  | Aug 20th  |
| Sept 7th | Sept 20th |
| Oct 5th  | Oct 19th  |
| Nov 6th  | Nov 20th  |
| Dec 6th  | Dec 20th  |

#### Pay Periods

1<sup>st</sup> – 15<sup>th</sup> due by 10am on the 16<sup>th</sup>

16<sup>th</sup> – last day of the month due by 10am on the 1<sup>st</sup>

OR if only submitting once a month: 1<sup>st</sup> – last day of the month due by 10 am on the 1<sup>st</sup>

Please turn in all Habilitation Reports by the 1<sup>st</sup> of each month. Failure to submit monthly reports may result in a formal write up. Continued failure to submit reports will result in either termination or discontinued allowance to provide any service other than respite. If you finish working before the end of the pay period, you are more than welcome to turn in timesheets prior to the due date. NO predictive billing. You cannot turn in until AFTER you have worked and your time sheet has been signed and approved by the member/guardian. Your checks will be mailed to you on payday if you do not have direct deposit or a bank card.