



2019

TIMESHEETS DUE

10:00 AM

on the

16th and 1st

PAYDAYS

Jan 7th	Jan 22nd
Feb 6th	Feb 21st
March 6th	March 20th
April 5th	April 19th
May 7th	May 21st
June 6th	June 20th
July 5th	July 19th
Aug 6th	Aug 20th
Sept 6th	Sept 20th
Oct 7th	Oct 21st
Nov 7th	Nov 20th
Dec 5th	Dec 20th

Pay Periods

1st – 15th due by 10am on the 16th

16th – last day of the month due by 10am on the 1st

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

Please turn in all Habilitation Reports by the 1st 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 timesheet 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.