



Please turn in your timesheets on the following days for 2012. You will be paid on/around the 5th and the 20th of every month.

| <u>Timesheets Due</u> | <u>Pay Date</u> |
|------------------------|------------------------|
| Jan. 15 th | Jan. 20 th |
| Jan. 31 st | Feb. 6 th |
| Feb. 15 th | Feb. 22 nd |
| Feb. 29 th | Mar. 6 th |
| Mar. 15 th | Mar. 21 st |
| Mar. 31 st | April 5 th |
| April 15 th | April 20 th |
| April 30 th | May 4 th |
| May 15 th | May 21 st |
| May 31 st | June 6 th |
| June 15 th | June 20 th |
| June 30 th | July 6 th |
| July 15 th | July 20 th |
| July 31 st | Aug. 6 th |
| Aug. 15 th | Aug. 21 st |
| Aug. 31 st | Sept. 6 th |
| Sept. 15 th | Sept. 20 th |
| Sept. 30 th | Oct. 5 th |
| Oct. 15 th | Oct. 19 th |
| Oct. 31 st | Nov. 6 th |
| Nov. 15 th | Nov. 21 st |
| Nov. 30 th | Dec. 5 th |
| Dec. 15 th | Dec. 20 th |

Please fax all Habilitation and Attendant Care 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. DO NOT predict billing. Your checks will be mailed to you on payday if you do not have direct deposit or a bank card.