

## REMEMBER

TIMESHEETS AND HABILITATION REPORTS ARE DUE EVERY OTHER MONDAY

Failure to turn in your timesheet on time, or not filling out all required fields will result in delaying your paycheck. Billing over 40 hours per week must first be approved by your Care Manager.

Month	Billing Period	Period Start	Period End	Timesheet Due	Pay Period Date	
JULY	13	6/06/2021	→	6/19/2021	6/21/2021	7/02/2021
	14	6/20/2021	→	7/03/2021	7/05/2021	7/16/2021
	15	7/04/2021	→	7/17/2021	7/19/2021	7/30/2021
AUGUST	16	7/18/2021	→	7/31/2021	8/02/2021	8/13/2021
	17	8/01/2021	→	8/14/2021	8/16/2021	8/27/2021
SEPTEMBER	18	8/15/2021	→	8/28/2021	8/30/2021	9/10/2021
	19	8/29/2021	→	9/11/2021	9/13/2021	9/24/2021
OCTOBER	20	9/12/2021	→	9/25/2021	9/27/2021	10/08/2021
	21	9/26/2021	→	10/09/2021	10/11/2021	10/22/2021
NOVEMBER	22	10/10/2021	→	10/23/2021	10/25/2021	11/05/2021
	23	10/24/2021	→	11/06/2021	11/08/2021	11/19/2021
DECEMBER	24	11/07/2021	→	11/20/2021	11/22/2021	12/03/2021
	25	11/21/2021	→	12/04/2021	12/06/2021	12/17/2021
	26	12/05/2021	→	12/18/2021	12/20/2021	12/31/2021

## CALENDAR LEGEND

  Period Pay Day

  Period End

  Time Sheets Due

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31				26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
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