

## Payroll Schedule 2019

Anastasia Fax # (585) 978-3553 – Self-Hired Staff

Falon Fax # (585) 672-9141 –Respite/Admin

Community Programs Fax # (585) 978-3555 -- Community Habilitation

<b>Time Sheets Due</b>	<b>Pay Date</b>
Monday December 31 <sup>st</sup> , 2018	Friday January 4 <sup>th</sup> , 2019
Monday January 14 <sup>th</sup> , 2019	Friday January 18 <sup>th</sup> , 2019
Monday January 28 <sup>th</sup> , 2019	Friday February 1 <sup>st</sup> , 2019
Monday February 11 <sup>th</sup> , 2019	Friday February 15 <sup>th</sup> , 2019
Monday February 25 <sup>th</sup> , 2019	Friday March 1 <sup>st</sup> , 2019
Monday March 11 <sup>th</sup> , 2019	Friday March 15 <sup>th</sup> , 2019
Monday March 25 <sup>th</sup> , 2019	Friday March 29 <sup>th</sup> , 2019
Monday April 8 <sup>th</sup> , 2019	Friday April 12 <sup>th</sup> , 2019
Monday April 22 <sup>nd</sup> , 2019	Friday April 26 <sup>th</sup> , 2019
Monday May 6 <sup>th</sup> , 2019	Friday May 10 <sup>th</sup> , 2019
Monday May 20 <sup>th</sup> , 2019	Friday May 24 <sup>th</sup> , 2019
Monday June 3 <sup>rd</sup> , 2019	Friday June 7 <sup>th</sup> , 2019
Monday June 17 <sup>th</sup> , 2019	Friday June 21 <sup>st</sup> , 2019
Monday July 1 <sup>st</sup> , 2019	Friday/Saturday July 5 <sup>th</sup> / 6 <sup>th</sup> , 2019
Monday July 15 <sup>th</sup> , 2019	Friday July 19 <sup>th</sup> , 2019
Monday July 29 <sup>th</sup> , 2019	Friday August 2 <sup>nd</sup> , 2019
Monday August 12 <sup>th</sup> , 2019	Friday August 16 <sup>th</sup> , 2019
Monday August 26 <sup>th</sup> , 2019	Friday August 30 <sup>th</sup> , 2019
Monday September 9 <sup>th</sup> , 2019	Friday September 13 <sup>th</sup> , 2019
Monday September 23 <sup>rd</sup> , 2019	Friday September 27 <sup>th</sup> , 2019
Monday October 7 <sup>th</sup> , 2019	Friday October 11 <sup>th</sup> , 2019
Monday October 21 <sup>st</sup> , 2019	Friday October 25 <sup>th</sup> , 2019
Monday November 4 <sup>th</sup> , 2019	Friday November 8 <sup>th</sup> , 2019
Monday November 18 <sup>th</sup> , 2019	Friday November 22 <sup>nd</sup> , 2019
Monday December 2 <sup>nd</sup> , 2019	Friday December 6 <sup>th</sup> , 2019
Monday December 16 <sup>th</sup> , 2019	Friday December 20 <sup>th</sup> , 2019
Monday December 30 <sup>th</sup> , 2019	Saturday January 4 <sup>th</sup> , 2020

**All Originals are due by the 10th of the following month.**

**\*\*\*DUE TO MEDICAID STANDARDS, TIMESHEETS WILL ONLY BE PROCESSED IF FILLED OUT CORRECTLY, ACCOMPANIED BY NOTES AND SIGNED BY ALL NECESSARY PARTIES\*\*\***

Noted: Pay date will be on Friday of the listed dates, unless Friday falls on a Holiday then Pay might be delayed. Timesheets are due on the below listed **Mondays by NOON!**