

Payroll Schedule 2018

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

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

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

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

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!**