



**PAYROLL POLICY**

<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b>Time Sheets (Claims) DUE</b>	<b>Pay Date</b>
1 <sup>st</sup> (12:00 am)	15 <sup>th</sup> (11:59 pm)	16 <sup>th</sup> (12:00 pm)	23 <sup>rd</sup>
16 <sup>th</sup> (12:00 am)	31 <sup>st</sup> (11:59 pm)	1 <sup>st</sup> (12:00 pm)	8 <sup>th</sup>

The first pay period of the month begins at 12am on 1<sup>st</sup> day of the month and ends at 11:59pm on the 15<sup>th</sup> day of the month. Claims for hours worked during this period are due (in the Acacia Care payroll office) by 12pm on the 16<sup>th</sup>.

The second pay period of the month begins at 12am on the 16<sup>th</sup> day of the month and ends at 11:59pm on the last day of the month. Claims for hours worked during this period are due (in the Acacia Care payroll office) by 12pm, on the 1<sup>st</sup> day of the following month.

*Discrepancies on timesheets may result in non payment of hours if not corrected and returned before the due date.*

**ANY CLAIMS RECEIVED LATER THAN THE TIMES INDICATED ABOVE  
WILL NOT BE PROCESSED UNTIL THE FOLLOWING PAYROLL RUN.**

**\*NO EXCEPTIONS\***

Claim Forms can be sent by email, fax or mail to the numbers listed above. Please keep in mind that mailed claims will process with the payroll cycle in which they are received.

Contact Tonia Tamboli @ (602) 237-5066 with any questions or concerns.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date