



## Timesheets and Monthly Paperwork Policy

\* Monthly paperwork is due on the 1<sup>st</sup> and 16<sup>th</sup> of every month\*. It does not matter if the due date falls on a weekend or holiday, paperwork is still due on the 1<sup>st</sup> and 16<sup>th</sup> of each month. You may fax your paperwork or bring it to the office. There is a black after-hours box on the front of the office to put your paperwork in.

\* This paperwork includes the following: Progress/Service Note, Med Records, Outing Sheets, Objective/Data Sheets, Mileage Sheets, etc.)

\* **All paperwork must be signed by the parent or guardian.** If not signed, complete or legible, a paycheck will not be issued.

Following is a schedule of pay periods, paperwork due dates and pay dates. **Paychecks can be either directly deposited (with the appropriate form completed) or mailed only (NO PICK-UPS, NO EXCEPTIONS).**

PAY PERIOD			DUE DATE	PAYCHECK MAIL & DEPOSIT DATE**
07/01/11	-	07/15/11	07/16/11	Friday, 07/22/11
07/16/11	-	07/31/11	08/01/11	Friday, 08/05/11
08/01/11	-	08/15/11	08/16/11	Monday, 08/22/11
08/16/11	-	08/31/11	09/01/11	Thursday, 09/08/11
09/01/11	-	09/15/11	09/16/11	Thursday, 09/22/11
09/16/11	-	09/30/11	10/01/11	Friday, 10/07/11
10/01/11	-	10/15/11	10/16/11	Friday, 10/21/11
10/16/11	-	10/31/11	11/01/11	Monday, 11/07/11
11/01/11	-	11/15/11	11/16/11	Tuesday, 11/22/11
11/16/11	-	11/30/11	12/01/11	Wednesday, 12/07/11
12/01/11	-	12/15/11	12/16/11	Thursday, 12/22/11
12/16/11	-	12/31/11	01/01/11	Monday, 01/09/12

\* Failure to turn in all completed, legible (blue or black ink) paper work on time will result in a delayed paycheck for the company and the employee. (Paperwork turned in after 30 days from service cannot be paid.) Paychecks take at least five business days to process. If you turn in your paperwork late or you turn it in incomplete, it will take 5 FULL business days after the day they are received to process. All late paychecks are mailed, we are unable to direct deposit late checks. **If you fax your paperwork you MUST call and make sure that it came through our fax – do not rely on your fax confirmation receipt.**

\* If you have direct deposit your check will be deposited into your bank sometime during the day of the pay date, depending on YOUR bank. If you do not have direct deposit your check will be **mailed out ON THE PAY DATE.** Paychecks will only be given out on the date provided above. We are unable to process paychecks earlier than the paycheck date.

\* Paychecks that are mailed are not our responsibility after they leave our office. We are not responsible for how long it takes for the mail to be delivered, nor where it is delivered to. If your check does not arrive and you wish to have a check re-issued, we must wait 24 hours to stop payment and you will be required to pay \$31 (or whatever the current charge from our bank) for the stop payment fee. We encourage all employees to get direct deposit to ensure they receive their paycheck.