

BEST HOME CARE 2018 PAYROLL CALENDAR

1. Timesheets are due **EVERY Thursday by 9am.**
2. Timesheets must be legible. If completing by hand make sure to use your best handwriting in blue or black ink.
3. No white out. Do not white out previously dated timesheets.
4. Timesheets must contain the dates in consecutive order with the day, month and year.
5. You must indicate the activities completed on a daily basis.
6. You must indicate the time-in and time-out **with AM or PM designated.**
7. You and the recipient must sign and date the timesheet.
8. The timesheet should have the recipients MA number or date of birth and your UMPI number.
9. **Fax completed timesheets to:** (763) 592-8262 or (651) 964.3801 -- **Email to:** timesheets@besthomecaremn.com.

PAY PERIOD	<u>WEEK #1</u>	WEEK #1 TIMESHEET DUE THURSDAY	<u>WEEK #2</u>	WEEK #2 TIMESHEET DUE THURSDAY	PAY DAY THURSDAY WK1 AND WK2
1.	12/21/17-12/27/17	12/28/17	12/28/17-01/03/18	01/04/18	01/11/18
2.	01/04/18-01/10/18	01/11/18	01/11/18-01/17/18	01/18/18	01/25/18
3.	01/18/18-01/24/18	01/25/18	01/25/18-01/31/18	02/01/18	02/08/18
4.	02/01/18-02/07/18	02/08/18	02/08/18-02/14/18	02/15/18	02/22/18
5.	02/15/18-02/21/18	02/22/18	02/22/18-02/28/18	03/01/18	03/08/18
6.	03/01/18-03/07/18	03/08/18	03/08/18-03/14/18	03/15/18	03/22/18
7.	03/15/18-03/21/18	03/22/18	03/22/18-03/28/18	03/29/18	04/05/18
8.	03/29/18-04/04/18	04/05/18	04/05/18-04/11/18	04/12/18	04/19/18
9.	04/12/18-04/18/18	04/19/18	04/19/18-04/25/18	04/26/18	05/03/18
10.	04/26/18-05/02/18	05/03/18	05/03/18-05/09/18	05/10/18	05/17/18
11.	05/10/18-05/16/18	05/17/18	05/17/18-05/23/18	05/24/18	05/31/18
12.	05/24/18-05/30/18	05/31/18	05/31/18-06/06/18	06/07/18	06/14/18
13.	06/07/18-06/13/18	06/14/18	06/14/18-06/20/18	06/21/18	06/28/18
14.	06/21/18-06/27/18	06/28/18	06/28/18-07/04/18	07/05/18	07/12/18
16.	07/05/18-7/11/18	07/12/18	07/12/18-07/18/18	07/19/18	07/26/18
16.	07/19/18-07/25/18	07/26/18	07/26/18-08/01/18	08/02/18	08/09/18
17.	08/02/18-08/08/18	08/09/18	08/09/18-08/15/18	08/16/18	08/23/18
18.	08/16/18-08/22/18	08/23/18	08/23/18-08/29/18	08/30/18	09/06/18
19.	08/30/18-09/05/18	09/06/18	09/06/18-09/12/18	09/13/18	09/20/18
20.	09/13/18-09/19/18	09/20/18	09/20/18-09/26/18	09/27/18	10/04/18
21.	09/27/18-10/03/18	10/04/18	10/04/18-10/10/18	10/11/18	10/18/18
22.	10/11/18-10/17/18	10/18/18	10/18/18-10/24/18	10/25/18	11/01/18
23.	10/25/18-10/31/18	11/01/18	11/01/18-11/07/18	11/08/18	11/15/18
24.	11/08/18-11/14/18	11/15/18	11/15/18-11/21/18	11/22/18	11/29/18
25.	11/22/18-11/28/18	11/29/18	11/29/18-12/05/18	12/06/18	12/13/18
26.	12/06/18-12/12/18	12/13/18	12/13/18-12/19/18	12/20/18	12/27/18