



How to Request an Early Check

[NOTE: If you need to get paid before the payday as indicated on our payroll calendar you need to request an "Early Check".](#)

INSTRUCTIONS:

1. Send in your timesheet via email, fax, or using the app
2. Call Best Home Care to see if we received your timesheet and request an early check (651) 330-2550
3. Let us know if you would like it to be picked up, mailed or direct deposited
4. We need 3 hours to cut your check. You can pick it up any time after the 3 hour period before 4:30pm Monday-Thursday. If you're picking it up Friday, you will need to be here before 4:00pm after the 3 hour period. For direct deposit and mail, it will take 2 business days
 - a. **EXAMPLE: If you want to pick up your check at 4pm Wednesday, turn in your timesheet and call the office to request a check by 1pm (3 hours earlier).**
 - b. **NOTE: You must wait until your shift is complete before you can send in your timesheet.**
5. If you don't make it to Best Home Care on the day you requested the early check, you can pick it up any day/time after your requested pick up time during our normal business hours.