



10597 West 165<sup>th</sup> Street

Lakeville, MN 55044

Phone: (952) 898-4911

Fax: (952) 898-3088

When faxing timesheets, you must call to verify that we received them.  
 Email timesheets to [mary@superiorhomecare.org](mailto:mary@superiorhomecare.org). You will receive an email confirmation.

<u>2016 Payroll Schedule</u>		
Weeks Worked	Time Sheets Due	Paycheck Issued
December 20 - January 2	January 6	January 15
January 3 - January 16	January 20	January 29
January 17 – January 30	February 3	February 12
January 31 – February 13	February 17	February 26
February 14 – February 27	March 2	March 11
February 28 - March 12	March 16	March 25
March 13 - March 26	March 30	April 8
March 27 - April 9	April 13	April 22
April 10 - April 23	April 27	May 6
April 24 - May 7	May 11	May 20
May 8 - May 21	May 25	June 3
May 22 - June 4	June 8	June 17
June 5 - June 18	June 22	July 1
June 19 - July 2	July 6	July 15
July 3 - July 16	July 20	July 29
July 17 – July 30	August 3	August 12
July 31 - August 13	August 17	August 26
August 14- August 27	August 31	September 9
August 28 - September 10	September 14	September 23
September 11 - September 24	September 28	October 7
September 25 - October 8	October 12	October 21
October 9 - October 22	October 26	November 4
October 23 - November 5	November 9	November 18
<b>November 6 - November 19</b>	<b>November 21</b>	<b>December 2</b>
November 20 - December 3	December 7	December 16
December 4 - December 17	December 21	December 30
December 18 – December 31	January 4, 2017	January 13, 2017
<b>***All timecards are due in the office by 5pm on the dates listed above. If timecards are NOT received by 5 p.m. on the above dates, a paycheck will be issued the following pay period.***</b>		
NO ONE will be permitted to pick up his/her paycheck at the office. There are NO exceptions. If you need your paycheck guaranteed on Friday, we recommend filling out a direct deposit form. Your paycheck will be deposited into your account by noon on payday. Should your paycheck become lost, a duplicate payroll check WILL NOT be issued until 30 days after the date of the original check.		