



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

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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>2017 Payroll Schedule</u>		
Weeks Worked	Time Sheets Due	Paycheck Issued
December 18 – December 31, 2016	January 4	January 13
January 1 - January 14	January 18	January 27
January 15 – January 28	February 1	February 10
January 29 – February 11	February 15	February 24
February 12 – February 25	March 1	March 10
February 26 - March 11	March 15	March 24
March 12 - March 25	March 29	April 7
March 26 - April 8	April 12	April 21
April 9 - April 22	April 26	May 5
April 23 - May 6	May 10	May 19
May 7 - May 20	May 24	June 2
May 21 - June 3	June 7	June 16
June 4 - June 17	June 21	June 30
June 18 - July 1	July 5	July 14
July 2 - July 15	July 19	July 28
July 16 – July 29	August 2	August 11
July 30 - August 12	August 16	August 25
August 13- August 26	August 30	September 8
August 27 - September 9	September 13	September 22
September 10 - September 23	September 27	October 6
September 24 - October 7	October 11	October 20
October 8 - October 21	October 25	November 3
October 22 - November 4	November 8	November 17
<b>November 5 - November 18</b>	<b>November 20</b>	<b>December 1</b>
November 19 - December 2	December 6	December 15
December 3 - December 16	December 20	December 29
December 17 – December 30	January 3, 2018	January 12, 2018
December 31 – January 13	January 17, 2018	January 26, 2018
<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.		