



10597 West 165th Street

Lakeville, MN 55044

Phone: (952) 898-4911

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When faxing timesheets, you must call to verify that we received them.

Email timesheets to mary@superiorhomecare.org. You will receive an email confirmation.

PLEASE NOTE: TIMESHEETS ARE DUE ON or BEFORE TUESDAYS of payroll week!!!

2018 Payroll Schedule

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
December 17 – December 30, 2017	January 2	January 12
December 31, 2017 - January 13	January 16	January 26
January 14 – January 27	January 30	February 9
January 28 – February 10	February 13	February 23
February 11 – February 24	February 27	March 9
February 25 - March 10	March 13	March 23
March 11 - March 24	March 27	April 6
March 25 - April 7	April 10	April 20
April 8 - April 21	April 24	May 4
April 22 - May 5	May 8	May 18
May 6 - May 19	May 22	June 1
May 20 - June 2	June 5	June 15
June 3 - June 16	June 19	June 29
June 17 – June 30	July 2 - MONDAY	July 13
July 1 - July 14	July 17	July 27
July 15 – July 28	July 31	August 10
July 29 - August 11	August 14	August 24
August 12- August 25	August 28	September 7
August 26 - September 8	September 11	September 21
September 9 - September 22	September 25	October 5
September 23 - October 6	October 9	October 19
October 7 - October 20	October 23	November 2
October 21 - November 3	November 6	November 16
November 4 - November 17	November 20	November 30
November 18 - December 1	December 4	December 14
December 2 - December 15	December 18	December 28
December 16 - December 29	December 31 - MONDAY	January 11, 2019
December 30 - January 12	January 15, 2018	January 25, 2019

*****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.*****

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.