



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.

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

## 2019 Payroll Schedule

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
<b>December 16 – December 29, 2018</b>	<b>December 31 - MONDAY</b>	<b>January 11, 2019</b>
December 30, 2018 - January 12, 2019	<b>January 15</b>	January 25
January 13 – January 26	<b>January 29</b>	February 8
January 27 – February 9	<b>February 12</b>	February 22
February 10 – February 23	<b>February 26</b>	March 8
February 24 - March 9	<b>March 12</b>	March 22
March 10 - March 23	<b>March 26</b>	April 5
March 24 - April 6	<b>April 9</b>	April 19
April 7 - April 20	<b>April 23</b>	May 3
April 21 - May 4	<b>May 7</b>	May 17
May 5 - May 18	<b>May 21</b>	May 31
May 19 - June 1	<b>June 4</b>	June 14
June 2 - June 15	<b>June 18</b>	June 28
June 16 – June 29	July 2	July 12
June 30 - July 13	<b>July 16</b>	July 26
July 14 – July 27	<b>July 30</b>	August 9
July 28 - August 10	<b>August 13</b>	August 23
August 11- August 24	<b>August 27</b>	September 6
August 25 - September 7	<b>September 10</b>	September 20
September 8 - September 21	<b>September 24</b>	October 4
September 22 - October 5	<b>October 8</b>	October 18
October 6 - October 19	<b>October 22</b>	November 1
October 20 - November 2	<b>November 5</b>	November 15
November 3 - November 16	<b>November 19</b>	November 29
November 17 - November 30	<b>December 3</b>	December 13
December 1 - December 14	<b>December 17</b>	December 27
<b>December 15 - December 28</b>	<b>December 30 - MONDAY</b>	<b>January 10, 2020</b>
December 29 - January 11, 2020	<b>January 14, 2020</b>	January 24, 2020

**\*\*\*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.