



10597 West 165th 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. You will receive an email confirmation.

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

2020 Payroll Schedule

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
December 15 – December 28, 2019	December 30 – MONDAY by 3PM	January 10, 2020
December 29, 2018 - January 11, 2020	January 14, 2020	January 24
January 12 – January 25	January 28	February 7
January 26 – February 8	February 11	February 21
February 9 – February 22	February 25	March 6
February 23 - March 7	March 10	March 20
March 8 - March 21	March 24	April 3
March 22 - April 4	April 7	April 17
April 5 - April 18	April 21	May 1
April 19 - May 2	May 5	May 15
May 3 - May 16	May 19	May 29
May 17 – May 30	June 2	June 12
May 31 - June 13	June 16	June 26
June 14 – June 27	June 30	July 10
June 28 - July 11	July 14	July 24
July 12 – July 25	July 28	August 7
July 26 - August 8	August 11	August 21
August 9- August 22	August 25	September 4
August 23 - September 5	September 8	September 18
September 6 - September 19	September 22	October 2
September 20 - October 3	October 6	October 16
October 4 - October 17	October 20	October 30
October 18 – October 31	November 3	November 13
November 1 - November 14	November 17	November 27
November 15 - November 28	December 1	December 11
November 29 - December 12	December 15	December 24
December 13 - December 26	December 29	January 8, 2021
December 27 - January 9, 2021	January 12, 2021	January 22, 2021

*****All timecards are due in the office by 4:30pm on the dates listed above. If timecards are NOT received by 4:30 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.