



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!!!

2021 Payroll Schedule

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
December 13 – December 26, 2020	December 29, 2020	January 8, 2021
December 27, 2020 - January 9, 2021	January 12, 2021	January 22
January 10 – January 23	January 26	February 5
January 24 – February 6	February 9	February 19
February 7 – February 20	February 23	March 5
February 21 - March 6	March 9	March 19
March 7 - March 20	March 23	April 2
March 21 - April 3	April 6	April 16
April 4 - April 17	April 20	April 30
April 18 - May 1	May 4	May 14
May 2 - May 15	May 18	May 28
May 16 – May 29	June 1	June 11
May 30 - June 12	June 15	June 25
June 13 – June 26	June 29	July 9
June 27 - July 10	July 13	July 23
July 11 – July 24	July 27	August 6
July 25 - August 7	August 10	August 20
August 8- August 21	August 24	September 3
August 22 - September 4	September 7	September 17
September 5 - September 18	September 21	October 1
September 19 - October 2	October 5	October 15
October 3 - October 16	October 19	October 29
October 17 – October 30	November 2	November 12
October 31 - November 13	November 16	November 26
November 14 - November 27	November 30	December 10
November 28 - December 11	December 14	December 24
December 12 - December 25	December 28	January 7, 2022
December 26 - January 8, 2022	January 11, 2022	January 21, 2022

*****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.