



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

Lakeville, MN 55044

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**TIMESHEETS** must be submitted via EVV, email or fax on or before Mondays (by 4:30PM) of the due date. Email to: [mary@superiorhomecare.org](mailto:mary@superiorhomecare.org). Fax: 952-898-3088

Late timesheets submitted will be paid on the following pay period.

## **2022 Payroll Schedule**

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
December 12 – December 25, 2021	<b>December 27, 2021</b>	January 7, 2022
December 26, 2021 - January 8, 2022	<b>January 10, 2022</b>	January 21
January 9 – January 22	<b>January 24</b>	February 4
January 23 – February 5	<b>February 7</b>	February 18
February 6 – February 19	<b>February 21</b>	March 4
February 20 - March 5	<b>March 7</b>	March 18
March 6 - March 19	<b>March 21</b>	April 1
March 20 - April 2	<b>April 4</b>	April 15
April 3 - April 16	<b>April 18</b>	April 29
April 17 – April 30	<b>May 2</b>	May 13
May 1 - May 14	<b>May 16</b>	May 27
May 15 – May 28	<b>May 30</b>	June 10
May 29 - June 11	<b>June 13</b>	June 24
June 12 – June 25	<b>June 27</b>	July 8
June 26 - July 9	<b>July 11</b>	July 22
July 10 – July 23	<b>July 25</b>	August 5
July 24 - August 6	<b>August 8</b>	August 19
August 7 - August 20	<b>August 22</b>	September 2
August 21 - September 3	<b>September 5</b>	September 16
September 4 - September 17	<b>September 19</b>	September 30
September 18 - October 1	<b>October 3</b>	October 14
October 2 - October 15	<b>October 17</b>	October 28
October 16 – October 29	<b>October 31</b>	November 11
October 30 - November 12	<b>November 14</b>	November 25
November 13 - November 26	<b>November 28</b>	December 9
November 27 - December 10	<b>December 12</b>	December 23
December 11 - December 24	<b>December 26</b>	January 6, 2023
December 25 - January 7, 2023	<b>January 9, 2023</b>	January 20, 2023

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.