



10597 West 165th Street

Lakeville, MN 55044

Phone: (952) 898-4911

Fax: (952) 898-3088

TIMESHEETS must be submitted via EVV, email or fax on or before Mondays (by 4:30PM) of the due date. Email to: maryg@superiorhomecare.org

Fax: 952-898-3088

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

2023 Payroll Schedule

Weeks Worked	Time Sheets Due on or before!	Paycheck Issued
December 11 – December 24, 2022	December 26, 2022	January 6, 2023
December 25, 2022 - January 7, 2023	January 9, 2023	January 20
January 8 – January 21	January 23	February 3
January 22 – February 4	February 6	February 17
February 5 – February 18	February 20	March 3
February 19 - March 4	March 6	March 17
March 5 - March 18	March 20	March 31
March 19 - April 1	April 3	April 14
April 2 - April 15	April 17	April 28
April 16 – April 29	May 1	May 12
April 30 - May 13	May 15	May 26
May 14 – May 27	May 29	June 9
May 28 - June 10	June 12	June 23
June 11 – June 24	June 26	July 7
June 25 - July 8	July 10	July 21
July 9 – July 22	July 24	August 4
July 23 - August 5	August 7	August 18
August 6 - August 19	August 21	September 1
August 20 - September 2	September 4	September 15
September 3 - September 16	September 18	September 29
September 17 – September 30	October 2	October 13
October 1 - October 14	October 16	October 27
October 15 – October 28	October 30	November 10
October 29 - November 11	November 13	November 24
November 12 - November 25	November 27	December 8
November 26 - December 9	December 11	December 22
December 10 - December 23	December 25	January 5, 2024
December 24 - January 6, 2024	January 8, 2024	January 19, 2024

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.