



Champions of Homecare

12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
 952-935-3515 | 866-935-3515 (toll free)
 952-935-7112 (fax)

Payroll@accracare.org (inquires/questions)

All Timesheets are due by 12 noon on the Tuesday after the end of the pay period.

Timesheets may be:

1. Faxed to 952-935-7112
2. Mailed to the Minnetonka address above
3. Emailed to email address on timesheet as a PDF attachment. (JPEG's are not accepted)
4. Dropped off at one of our local Accra Offices in your area

Any Timesheets received after 12 noon on Tuesday **may delay** employee payment until **after the** regularly scheduled pay date.

Payroll Information:

- Timesheets must be submitted each pay period according to the payroll schedule if the employee worked in that pay period.
- Please submit time worked in increments of 15 minutes, include Mo/Day/Yr daily, and Time-in/Time-out for each day worked.
- Please wait 48 hours after submitting your timesheet to verify if timesheet has been received or processed.
- Pay periods are for two weeks which end on Saturday. **Holidays do not affect the pay period deadlines.**
- Employees are not to work more than 40 hours in a pay week.

***Pay stubs are available online via ADP.

☐ = the end of the pay period \$ = Pay Day
2022

| January | | | | | | | February | | | | | | | March | | | | | | | April | | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | \$ | 8 | 9 | 10 | 11 | 12 | 6 | \$ | 8 | 9 | 10 | 11 | 12 | 3 | \$ | 5 | 6 | 7 | 8 | 9 | |
| 9 | \$ | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | \$ | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | \$ | 22 | 23 | 24 | 25 | 26 | 17 | \$ | 19 | 20 | 21 | 22 | 23 | |
| 23 | \$ | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | June | | | | | | | July | | | | | | | August | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| 1 | \$ | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | \$ | 9 | 10 | 11 | 12 | 13 | |
| 15 | \$ | 17 | 18 | 19 | 20 | 21 | 12 | \$ | 14 | 15 | 16 | 17 | 18 | 10 | \$ | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | \$ | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | \$ | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 31 | | | | | 26 | \$ | 28 | 29 | 30 | | | 24 | \$ | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | |
| September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | 1 | \$ | 3 | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | \$ | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | \$ | 15 | 16 | 17 | 18 | 19 | 11 | \$ | 13 | 14 | 15 | 16 | 17 | |
| 18 | \$ | 20 | 21 | 22 | 23 | 24 | 16 | \$ | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | \$ | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | \$ | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 30 | \$ | | | | | | | | | | | | | | | | | | | | |

See back side for complete calendar and deadline dates

All Timesheets are due by 12 noon on the Tuesday after the end of the pay period.

- Please be advised: Timesheets received after 12 noon on Tuesday, or with missing information or errors, **could delay** employee payment until **after the** regularly scheduled pay date.

| Pay Period # | Pay Period Start Date | Pay Period End Date | Timecard Deadline Date @noon | Pay Date |
|--------------|-----------------------|---------------------|------------------------------|-------------------------------|
| 1 | 12/19/2021 | 1/1/2022 | 1/4/2022 | 1/10/2022 |
| 2 | 1/2/2022 | 1/15/2022 | 1/18/2022 | 1/24/2022 |
| 3 | 1/16/2022 | 1/29/2022 | 2/1/2022 | 2/7/2022 |
| 4 | 1/30/2022 | 2/12/2022 | 2/15/2022 | <u>2/18/2022</u> Friday** |
| 5 | 2/13/2022 | 2/26/2022 | 3/1/2022 | 3/7/2022 |
| 6 | 2/27/2022 | 3/12/2022 | 3/15/2022 | 3/21/2022 |
| 7 | 3/13/2022 | 3/26/2022 | 3/29/2022 | 4/4/2022 |
| 8 | 3/27/2022 | 4/9/2022 | 4/12/2022 | 4/18/2022 |
| 9 | 4/10/2022 | 4/23/2022 | 4/26/2022 | 5/2/2022 |
| 10 | 4/24/2022 | 5/7/2022 | 5/10/2022 | 5/16/2022 |
| 11 | 5/8/2022 | 5/21/2022 | 5/24/2022 | <u>5/27/2022</u> Friday** |
| 12 | 5/22/2022 | 6/4/2022 | 6/7/2022 | 6/13/2022 |
| 13 | 6/5/2022 | 6/18/2022 | 6/21/2022 | 6/27/2022 |
| 14 | 6/19/2022 | 7/2/2022 | 7/5/2022 | 7/11/2022 |
| 15 | 7/3/2022 | 7/16/2022 | 7/19/2022 | 7/25/2022 |
| 16 | 7/17/2022 | 7/30/2022 | 8/2/2022 | 8/8/2022 |
| 17 | 7/31/2022 | 8/13/2022 | 8/16/2022 | 8/22/2022 |
| 18 | 8/14/2022 | 8/27/2022 | 8/30/2022 | <u>9/2/2022</u> Friday** |
| 19 | 8/28/2022 | 9/10/2022 | 9/13/2022 | 9/19/2022 |
| 20 | 9/11/2022 | 9/24/2022 | 9/27/2022 | 10/3/2022 |
| 21 | 9/25/2022 | 10/8/2022 | 10/11/2022 | 10/17/2022 |
| 22 | 10/9/2022 | 10/22/2022 | 10/25/2022 | 10/31/2022 |
| 23 | 10/23/2022 | 11/5/2022 | 11/8/2022 | 11/14/2022 |
| 24 | 11/6/2022 | 11/19/2022 | 11/22/2022 | 11/28/2022 |
| 25 | 11/20/2022 | 12/3/2022 | 12/6/2022 | 12/12/2022 |
| 26 | 12/4/2022 | 12/17/2022 | 12/20/2022 | <u>12/23/2022</u> Friday** |