

2018 www.mycaringpro.com

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
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27	28	29	30	31		

June

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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24	25	26	27	28	29	30

July

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

August

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			





November

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Calendar Key:

-  = End of 2 week Pay Period
-  = Start of New Pay Period
-  = Submit Timecards by 11:59pm (midnight) on Monday!!!
-  = **PAY DAY** (on Fridays or earlier on major holidays)

Timesheet Instructions:

White Copy - Office
Yellow Copy - Client
 Fax (Local): 651-306-1359 or 651-444-5279
 Fax (Outstate): 866-957-4647
 Drop off: in Person, or
 Email: timesheets@mycaringpro.com
 Mail to: 1543 Como Ave, Ste 101
 St. Paul, MN 55108

IMPORTANT NOTES ABOUT PAYROLL:

- 1 Timesheets are due **no later than 11:59pm on Tuesday.**
- 2 **YOU CAN NOT BE PAID WHILE YOUR ASSIGNED CLIENT IS IN THE HOSPITAL!!**
- 3 Your timesheet must be signed by you and your assigned client. Incomplete, incorrect or late timesheets will delay processing and could result in delayed pay.
- 4 Fraudulent timesheets will result in immediate termination and may be considered a felony offense.
- 5 You must update the office with changes of phone numbers, addresses, names and be reachable at all times.



Payroll Cycle

Start of Pay Period	End of Pay Period	Timesheet Due Date
Monday, January 1, 2018	Sunday, January 14, 2018	Monday, January 15, 2018
Monday, January 15, 2018	Sunday, January 28, 2018	Monday, January 29, 2018
Monday, January 29, 2018	Sunday, February 11, 2018	Monday, February 12, 2018
Monday, February 12, 2018	Sunday, February 25, 2018	Monday, February 26, 2018
Monday, February 26, 2018	Sunday, March 11, 2018	Monday, March 12, 2018
Monday, March 12, 2018	Sunday, March 25, 2018	Monday, March 26, 2018
Monday, March 26, 2018	Sunday, April 8, 2018	Monday, April 9, 2018
Monday, April 9, 2018	Sunday, April 22, 2018	Monday, April 23, 2018
Monday, April 23, 2018	Sunday, May 6, 2018	Monday, May 7, 2018
Monday, May 7, 2018	Sunday, May 20, 2018	Monday, May 21, 2018
Monday, May 21, 2018	Sunday, June 3, 2018	Monday, June 4, 2018
Monday, June 4, 2018	Sunday, June 17, 2018	Monday, June 18, 2018
Monday, June 18, 2018	Sunday, July 1, 2018	Monday, July 2, 2018
Monday, July 2, 2018	Sunday, July 15, 2018	Monday, July 16, 2018
Monday, July 16, 2018	Sunday, July 29, 2018	Monday, July 30, 2018
Monday, July 30, 2018	Sunday, August 12, 2018	Monday, August 13, 2018
Monday, August 13, 2018	Sunday, August 26, 2018	Monday, August 27, 2018
Monday, August 27, 2018	Sunday, September 9, 2018	Monday, September 10, 2018
Monday, September 10, 2018	Sunday, September 23, 2018	Monday, September 24, 2018
Monday, September 24, 2018	Sunday, October 7, 2018	Monday, October 8, 2018
Monday, October 8, 2018	Sunday, October 21, 2018	Monday, October 22, 2018
Monday, October 22, 2018	Sunday, November 4, 2018	Monday, November 5, 2018
Monday, November 5, 2018	Sunday, November 18, 2018	Monday, November 19, 2018
Monday, November 19, 2018	Sunday, December 2, 2018	Monday, December 3, 2018
Monday, December 3, 2018	Sunday, December 16, 2018	Monday, December 17, 2018
Monday, December 17, 2018	Sunday, December 30, 2018	Monday, December 31, 2018
Monday, December 31, 2018	Sunday, January 13, 2019	Monday, January 14, 2019