

# 2019 Bi-Weekly Payroll Calendar

2019 [www.mycaringpro.com](http://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
					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						

## April

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				

## May

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						

## June

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						

## July

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			

## August

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						

## September

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						

## October

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					

## November

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						

## December

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					

### Calendar Key:

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

### Timesheet Instructions:

**White Copy - Office**  
 Fax (Local): 651-306-1359 or 651-444-5279  
 Fax (Outstate): 866-957-4647  
 Drop off: in Person, or  
 Email: [timesheets@mycaringpro.com](mailto: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, December 31, 2018 -	Sunday, January 13, 2019	Monday, January 14, 2019
Monday, January 14, 2019 -	Sunday, January 27, 2019	Monday, January 28, 2019
Monday, January 28, 2019 -	Sunday, February 10, 2019	Monday, February 11, 2019
Monday, February 11, 2019 -	Sunday, February 24, 2019	Monday, February 25, 2019
Monday, February 25, 2019 -	Sunday, March 10, 2019	Monday, March 11, 2019
Monday, March 11, 2019 -	Sunday, March 24, 2019	Monday, March 25, 2019
Monday, March 25, 2019 -	Sunday, April 07, 2019	Monday, April 08, 2019
Monday, April 08, 2019 -	Sunday, April 21, 2019	Monday, April 22, 2019
Monday, April 22, 2019 -	Sunday, May 05, 2019	Monday, May 06, 2019
Monday, May 06, 2019 -	Sunday, May 19, 2019	Monday, May 20, 2019
Monday, May 20, 2019 -	Sunday, June 02, 2019	Monday, June 03, 2019
Monday, June 03, 2019 -	Sunday, June 16, 2019	Monday, June 17, 2019
Monday, June 17, 2019 -	Sunday, June 30, 2019	Monday, July 01, 2019
Monday, July 01, 2019 -	Sunday, July 14, 2019	Monday, July 15, 2019
Monday, July 15, 2019 -	Sunday, July 28, 2019	Monday, July 29, 2019
Monday, July 29, 2019 -	Sunday, August 11, 2019	Monday, August 12, 2019
Monday, August 12, 2019 -	Sunday, August 25, 2019	Monday, August 26, 2019
Monday, August 26, 2019 -	Sunday, September 08, 2019	Monday, September 09, 2019
Monday, September 09, 2019 -	Sunday, September 22, 2019	Monday, September 23, 2019
Monday, September 23, 2019 -	Sunday, October 06, 2019	Monday, October 07, 2019
Monday, October 07, 2019 -	Sunday, October 20, 2019	Monday, October 21, 2019
Monday, October 21, 2019 -	Sunday, November 03, 2019	Monday, November 04, 2019
Monday, November 04, 2019 -	Sunday, November 17, 2019	Monday, November 18, 2019
Monday, November 18, 2019 -	Sunday, December 01, 2019	Monday, December 02, 2019
Monday, December 02, 2019 -	Sunday, December 15, 2019	Monday, December 16, 2019
Monday, December 16, 2019 -	Sunday, December 29, 2019	Monday, December 30, 2019
Monday, December 30, 2019 -	Sunday, January 12, 2020	Monday, January 13, 2020