

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	

2021 www.mycaringpro.com

Calendar Key:

- = End of 2 week pay period
- = Start of a new pay period
- ★ = Submit Timecards by 11:59pm (midnight) on Tuesday!!!
- = **PAY DAY** (on Fridays or earlier on major holidays)

Timesheet Instructions:

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
 Late timesheets will be charged a \$25 late fee

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.



2021 PAYROLL CALENDAR

Start of Pay Period

Monday, December 28, 2020
Monday, January 11, 2021
Monday, January 25, 2021
Monday, February 8, 2021
Monday, February 22, 2021
Monday, March 8, 2021
Monday, March 22, 2021
Monday, April 5, 2021
Monday, April 19, 2021
Monday, May 3, 2021
Monday, May 17, 2021
Monday, May 31, 2021
Monday, June 14, 2021
Monday, June 28, 2021
Monday, July 12, 2021
Monday, July 26, 2021
Monday, August 9, 2021
Monday, August 23, 2021
Monday, September 6, 2021
Monday, September 20, 2021
Monday, October 4, 2021
Monday, October 18, 2021
Monday, November 1, 2021
Monday, November 15, 2021
Monday, November 29, 2021
Monday, December 13, 2021
Monday, December 27, 2021

End of Pay Period

Sunday, January 10, 2021
Sunday, January 24, 2021
Sunday, February 7, 2021
Sunday, February 21, 2021
Sunday, March 7, 2021
Sunday, March 21, 2021
Sunday, April 4, 2021
Sunday, April 18, 2021
Sunday, May 2, 2021
Sunday, May 16, 2021
Sunday, May 30, 2021
Sunday, June 13, 2021
Sunday, June 27, 2021
Sunday, July 11, 2021
Sunday, July 25, 2021
Sunday, August 8, 2021
Sunday, August 22, 2021
Sunday, September 5, 2021
Sunday, September 19, 2021
Sunday, October 3, 2021
Sunday, October 17, 2021
Sunday, October 31, 2021
Sunday, November 14, 2021
Sunday, November 28, 2021
Sunday, December 12, 2021
Sunday, December 26, 2021
Sunday, January 9, 2022

Timesheet Due Date

Tuesday, January 12, 2021
Tuesday, January 26, 2021
Tuesday, February 9, 2021
Tuesday, February 23, 2021
Tuesday, March 9, 2021
Tuesday, March 23, 2021
Tuesday, April 6, 2021
Tuesday, April 20, 2021
Tuesday, May 4, 2021
Tuesday, May 18, 2021
Tuesday, June 1, 2021
Tuesday, June 15, 2021
Tuesday, June 29, 2021
Tuesday, July 13, 2021
Tuesday, July 27, 2021
Tuesday, August 10, 2021
Tuesday, August 24, 2021
Tuesday, September 7, 2021
Tuesday, September 21, 2021
Tuesday, October 5, 2021
Tuesday, October 19, 2021
Tuesday, November 2, 2021
Tuesday, November 16, 2021
Tuesday, November 30, 2021
Tuesday, December 14, 2021
Tuesday, December 28, 2021
Tuesday, January 11, 2022