

# 2009 PAYROLL SCHEDULE

## **For Dial N Document (DND) Telephony users:**

**Time and Attendance** - Employees document from the consumer/client's home using the consumer/client's telephone. When the employee arrives at the consumer/client's home they immediately call the telephony system to begin their visit. When the employee has completed the visit, they immediately call the system from the consumer/client's home to end their visit.

**Non-Time and Attendance** - Employees document their visits using their home or cellular telephone at the end of each visit, or last visit, before midnight of the day the visit(s) was/were provided. Documentation must occur on the day the visit was performed.

## **For intervention sheet users:**

All intervention sheets are due at the ROCHESTER office by 3:00 every Friday. Please follow the following instruction to ensure your interventions can be processed on time.

If you are using the drop boxes at the outreach office (Winona), the intervention sheets must be there by noon every Wednesday. If you are mailing your intervention sheets, place them in the mail every Wednesday morning to ensure timely delivery to the Rochester office. We are not responsible for intervention sheets that are lost or held up in the mail. All intervention sheets turned in late will be processed in the next payroll. **NO EXCEPTIONS!**

Please make sure that all the following areas are filled out correctly!

- \*Visit Date
- \*Staff ID
- \*Client ID
- \*Visit Time
- \*Client Signature
- \*Staff Signature

If your intervention sheets are not filled out correctly, they will be sent back to you for corrections. Once we receive the corrected intervention sheets, they will be processed in the next payroll cycle.

## **2009 Holidays:**

- 01/01/09 - New Year's Day
- 05/25/09 - Memorial Day
- 07/04/09 - Independence Day
- 09/07/09 - Labor Day
- 11/26/09 to 11/27/09 - Thanksgiving
- 12/25/09 - Christmas

Payroll Cycle	12/10/08 - 12/23/08	
Week 1:	12/10 - 12/16	Due 12/19
Week 2:	12/17 - 12/23	Due 12/26
Pay Date	01/07/09	
Payroll Cycle	12/24/08 - 1/6/09	
Week 1:	12/24 - 12/30	Due 1/2
Week 2:	12/31 - 1/6	Due 1/9
Pay Date	01/21/09	
Payroll Cycle	1/7/09 - 1/20/09	
Week 1:	1/7 - 1/13	Due 1/16
Week 2:	1/14 - 1/20	Due 1/23
Pay Date	02/04/09	
Payroll Cycle	1/21/09 - 2/3/09	
Week 1:	1/21 - 1/27	Due 1/30
Week 2:	1/28 - 2/3	Due 2/6
Pay Date	02/18/09	
Payroll Cycle	2/4/09 - 2/17/09	
Week 1:	2/4 - 2/10	Due 2/13
Week 2:	2/11 - 2/17	Due 2/20
Pay Date	03/04/09	
Payroll Cycle	2/18/09 - 3/3/09	
Week 1:	2/18 - 2/24	Due 2/27
Week 2:	2/25 - 3/3	Due 3/6
Pay Date	03/18/09	
Payroll Cycle	3/4/09 - 3/17/09	
Week 1:	3/4 - 3/10	Due 3/13
Week 2:	3/11 - 3/17	Due 3/20
Pay Date	04/01/09	
Payroll Cycle	3/18/09 - 3/31/09	
Week 1:	3/18 - 3/24	Due 3/27
Week 2:	3/25 - 3/31	Due 4/3
Pay Date	04/15/09	
Payroll Cycle	4/1/09 - 4/14/09	
Week 1:	4/1 - 4/7	Due 4/10
Week 2:	4/8 - 4/14	Due 4/17
Pay Date	04/29/09	
Payroll Cycle	4/15/09 - 4/28/09	
Week 1:	4/15 - 4/21	Due 4/24
Week 2:	4/22 - 4/28	Due 5/1
Pay Date	05/13/09	
Payroll Cycle	4/29/09 - 5/12/09	
Week 1:	4/29 - 5/5	Due 5/8
Week 2:	5/6 - 5/12	Due 5/15
Pay Date	05/27/09	
Payroll Cycle	5/13/09 - 5/26/09	
Week 1:	5/13 - 5/19	Due 5/22
Week 2:	5/20 - 5/26	Due 5/29
Pay Date	06/10/09	
Payroll Cycle	5/27/09 - 6/9/09	
Week 1:	5/27 - 6/2	Due 6/5
Week 2:	6/3 - 6/9	Due 6/12
Pay Date	06/24/09	
Payroll Cycle	6/10/09 - 6/23/09	
Week 1:	6/10 - 6/16	Due 6/19
Week 2:	6/17 - 6/23	Due 6/26
Pay Date	07/08/09	

Payroll Cycle	6/24/09 - 7/7/09	
Week 1:	6/24 - 6/30	Due 7/3
Week 2:	7/1 - 7/7	Due 7/10
Pay Date	07/22/09	
Payroll Cycle	7/8/09 - 7/21/09	
Week 1:	7/8 - 7/14	Due 7/17
Week 2:	7/15 - 7/21	Due 7/24
Pay Date	08/05/09	
Payroll Cycle	7/22/09 - 8/4/09	
Week 1:	7/22 - 7/28	Due 7/31
Week 2:	7/29 - 8/4	Due 8/7
Pay Date	08/19/09	
Payroll Cycle	8/5/09 - 8/18/09	
Week 1:	8/5 - 8/11	Due 8/14
Week 2:	8/12 - 8/18	Due 8/21
Pay Date	09/02/09	
Payroll Cycle	8/19/09 - 9/1/09	
Week 1:	8/19 - 8/25	Due 8/28
Week 2:	8/26 - 9/1	Due 9/4
Pay Date	09/16/09	
Payroll Cycle	9/2/09 - 9/15/09	
Week 1:	9/2 - 9/8	Due 9/11
Week 2:	9/9 - 9/15	Due 9/18
Pay Date	09/30/09	
Payroll Cycle	9/16/09 - 9/29/09	
Week 1:	9/16 - 9/22	Due 9/25
Week 2:	9/23 - 9/29	Due 10/2
Pay Date	10/14/09	
Payroll Cycle	9/30/09 - 10/13/09	
Week 1:	9/30 - 10/6	Due 10/9
Week 2:	10/7 - 10/13	Due 10/16
Pay Date	10/28/09	
Payroll Cycle	10/14/09 - 10/27/09	
Week 1:	10/14 - 10/20	Due 10/23
Week 2:	10/21 - 10/27	Due 10/30
Pay Date	11/11/09	
Payroll Cycle	10/28/09 - 11/10/09	
Week 1:	10/28 - 11/3	Due 11/6
Week 2:	11/4 - 11/10	Due 11/13
Pay Date	11/25/09	
Payroll Cycle	11/11/09 - 11/24/09	
Week 1:	11/11 - 11/17	Due 11/20
Week 2:	11/18 - 11/24	Due 11/27
Pay Date	12/09/09	
Payroll Cycle	11/25/09 - 12/8/09	
Week 1:	11/25 - 12/1	Due 12/4
Week 2:	12/2 - 12/8	Due 12/11
Pay Date	12/23/09	
Payroll Cycle	12/9/09 - 12/22/09	
Week 1:	12/9 - 12/15	Due 12/18
Week 2:	12/16 - 12/22	Due 12/25
Pay Date	01/06/10	
Payroll Cycle	12/23/09 - 1/5/10	
Week 1:	12/23 - 12/29	Due 1/1
Week 2:	12/30 - 1/5	Due 1/8
Pay Date	01/20/10	