

2017 Payroll Schedule for Direct Support Professionals

Telephony: Employees follow the DnD Telephony Instructions to document from the PCA Recipient's designated telephone. When the employee arrives at the PCA Recipient'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 Recipients home to end their visit.

Timesheets: Timesheets are due at the ROCHESTER office by 3:00 pm every Friday. Please mail your timesheets in plenty of time to guarantee arrival in the Rochester office on Friday. You may need to mail smaller batches of timesheets more frequently.

We are not responsible for timesheets that are not delivered on time or are lost in the mail. All timesheets turned in late will be processed next payroll. **THERE WILL BE NO EXCEPTIONS.**

Accurately complete these fields on your timesheets:

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

If your timesheets are not filled out accurately, or are illegible, they will be sent back to you for corrections. Once we receive the corrected timesheets, they will be processed in the next payroll cycle.

A \$5.00 fee will be charged for EACH earnings statement reprint request.

2017 Holidays: Please see Direct Support Professional Employee Handbook

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

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