

2023 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.

2023 Holidays:

2023 Traditional DSP Holidays:

01/01/23 - New Year's Day
01/16/23 - Martin Luther King Jr. Day
02/20/23 - Presidents' Day
05/29/23 - Memorial Day
07/04/23 - Independence Day
09/04/23 - Labor Day
11/23/23 & 11/24/23 - Thanksgiving Day
12/25/23 - Christmas Day

2023 Choice DSP Holidays:

01/01/23 - New Year's Day
01/16/23 - Martin Luther King Jr. Day
05/29/23 - Memorial Day
09/04/23 - Labor Day
11/23/23 - Thanksgiving Day
pick any day - floating holiday x2

**2023 Payroll Schedule for
Direct Support Professionals**

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

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