



PCA & Homemaker Services

## 2020 Timesheet Due and Payroll Calendar

Timesheet Date	Due by 4 PM	Pay Day
1. 01/04/2020 - 01/17/2020	<b>01/21/2010</b>	01/31/2020
2. 01/18/2020 - 01/31/2020	<b>02/04/2020</b>	02/14/2020
3. 02/01/2020 - 02/14/2020	<b>02/18/2020</b>	02/28/2020
4. 02/15/2020 - 02/28/2020	<b>03/03/2020</b>	03/13/2020
5. 02/29/2020 - 03/13/2020	<b>03/17/2020</b>	03/27/2020
6. 03/14/2020 - 03/27/2020	<b>03/31/2020</b>	04/10/2020
7. 03/28/2020 - 04/10/2020	<b>04/14/2020</b>	04/24/2020
8. 04/11/2020 - 04/24/2020	<b>04/28/2020</b>	05/08/2020
9. 04/25/2020 - 05/08/2020	<b>05/12/2020</b>	05/22/2020
10. 05/09/2020 - 05/22/2020	<b>05/26/2020</b>	06/05/2020
11. 05/23/2020 - 06/05/2020	<b>06/09/2020</b>	06/19/2020
12. 06/06/2020 - 06/19/2020	<b>06/23/2020</b>	07/03/2020
13. 06/20/2020 - 07/03/2020	<b>07/07/2020</b>	07/17/2020
14. 07/04/2020 - 07/17/2020	<b>07/21/2020</b>	07/31/2020
15. 07/18/2020 - 07/31/2020	<b>08/04/2020</b>	08/14/2020
16. 08/01/2020 - 08/14/2020	<b>08/18/2020</b>	08/28/2020
17. 08/15/2020 - 08/28/2020	<b>09/01/2020</b>	09/11/2020
18. 08/29/2020 - 09/11/2020	<b>09/15/2020</b>	09/25/2020
19. 09/12/2020 - 09/25/2020	<b>09/29/2020</b>	10/09/2020
20. 09/26/2019 - 10/09/2020	<b>10/13/2020</b>	10/23/2020
21. 10/10/2020 - 10/23/2020	<b>10/27/2020</b>	11/06/2020
22. 10/24/2020 - 11/06/2020	<b>11/10/2020</b>	11/20/2020
23. 11/07/2020 - 11/20/2020	<b>11/24/2020</b>	12/04/2020
24. 11/21/2020 - 12/04/2020	<b>12/08/2020</b>	12/18/2020
25. 12/05/2020 - 12/18/2020	<b>12/22/2020</b>	01/01/2021
26. 12/19/2020 - 01/01/2021	<b>01/05/2021</b>	01/15/2021

An individual timesheet are due every other Tuesday by 4 PM. Each timesheet runs from Saturday-Friday and covers two weeks. Paydays are every other Friday.

All timesheet are due date-stamped when they are received at the office. Timesheets submitted past the Tuesday deadline will not be processed and paid until the next payday.

Timesheet can be dropped off to Alliance Home Care Services **ONLY**:

**Alliance Home Care Services**

1977 Nortonia Ave, Saint Paul, MN 55119

Phone: (651)-399-4923/Fax: (651)-756-7331

(If you arrive and find the office is locked, please drop your timesheets in the secure mailbox outside the door)



## 2020 Alliance Home Care Services Holiday

Alliance Home Care Services will be **closed** due to the following holidays.

Holidays	Date
1. New Year's Day	January 1, 2020
2. Martin Luther King Day	January 20, 2020
3. Presidents' Day	February 17, 2020
4. Memorial Day	May 25, 2020
5. Independence Day	July 04, 2020
6. Labor Day	September 7, 2020
7. Veterans' Day	November 11, 2020
8. Thanksgiving	November 26, 2020
9. Thanksgiving Friday	November 27, 2020
10. Christmas Day	December 25, 2020





## 2020 Holiday Pay

Alliance Home Care Services PCA will receive 1.5 times the normal rate of pay for hours worked on the following holidays.

Holidays	Date
1. New Year's Day	Wednesday, January 1, 2020
2. Birthday of Martin Luther King, Jr	Monday, January 20, 2020
3. Memorial Day	Monday, May 25, 2020
4. Labor Day	Monday, September 7, 2020
5. Thanksgiving Day	Thursday, November 26, 2020

Happy Holidays!