



PCA & Homemaker Services

### 2021 Timesheet Due and Payroll Calendar

Timesheet Date	Due by 5 PM	Pay Day
1. 01/02/2021 - 01/15/2021	<b>01/19/2001</b>	01/29/2021
2. 01/16/2021 - 01/29/2021	<b>02/02/2021</b>	02/12/2021
3. 01/30/2021 - 02/12/2021	<b>02/16/2021</b>	02/26/2021
4. 02/13/2021 - 02/26/2021	<b>03/02/2021</b>	03/12/2021
5. 02/27/2021 - 03/12/2021	<b>03/16/2021</b>	03/26/2021
6. 03/13/2021 - 03/26/2021	<b>03/30/2021</b>	04/09/2021
7. 03/27/2021 - 04/09/2021	<b>04/13/2021</b>	04/23/2021
8. 04/10/2021 - 04/23/2021	<b>04/27/2021</b>	05/07/2021
9. 04/24/2021 - 05/07/2021	<b>05/11/2021</b>	05/21/2021
10. 05/08/2021 - 05/21/2021	<b>05/25/2021</b>	06/04/2021
11. 05/22/2021 - 06/04/2021	<b>06/08/2021</b>	06/18/2021
12. 06/05/2021 - 06/18/2021	<b>06/22/2021</b>	07/02/2021
13. 06/19/2021 - 07/02/2021	<b>07/06/2021</b>	07/16/2021
14. 07/03/2021 - 07/16/2021	<b>07/20/2021</b>	07/30/2021
15. 07/17/2021 - 07/30/2021	<b>08/03/2021</b>	08/13/2021
16. 07/31/2021 - 08/13/2021	<b>08/17/2021</b>	08/27/2021
17. 08/14/2021 - 08/27/2021	<b>08/31/2021</b>	09/10/2021
18. 08/28/2021 - 09/10/2021	<b>09/14/2021</b>	09/24/2021
19. 09/11/2021 - 09/24/2021	<b>09/28/2021</b>	10/08/2021
20. 09/25/2001 - 10/08/2021	<b>10/12/2021</b>	10/22/2021
21. 10/09/2021 - 10/22/2021	<b>10/26/2021</b>	11/05/2021
22. 10/23/2021 - 11/05/2021	<b>11/09/2021</b>	11/19/2021
23. 11/06/2021 - 11/19/2021	<b>11/23/2021</b>	12/03/2021
24. 11/20/2021 - 12/03/2021	<b>12/07/2021</b>	12/17/2021
25. 12/04/2021 - 12/17/2021	<b>12/21/2021</b>	12/31/2022
26. 12/18/2021 - 12/31/2021	<b>01/04/2022</b>	01/14/2022

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 or Fax to Alliance Home Care Services:

**Alliance Home Care Services**  
 1977 Nortonia Ave, Saint Paul, MN 55119  
 Phone: (651)-399-4923/Fax: (651)-666-1229

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



## 2021 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	January 1, 2021
2. Martin Luther King, Jr Day	January 18, 2021
3. Memorial Day	May 31, 2021
4. Labor Day	September 6, 2021
5. Thanksgiving Day	November 25, 2021

Happy Holidays!