



PCA & Homemaker Services

### 2023 Timesheet Due and Payroll Calendar

Timesheet Date	Due by 5PM	Pay Day
1. 01/14/2023 - 01/27/2023	<b>01/31/2023</b>	02/10/2023
2. 01/28/2023 - 02/10/2023	<b>02/14/2023</b>	02/24/2023
3. 02/11/2023 - 02/24/2023	<b>02/28/2023</b>	03/10/2023
4. 02/25/2023 - 03/10/2023	<b>03/14/2023</b>	03/24/2023
5. 03/11/2023 - 03/24/2023	<b>03/28/2023</b>	04/07/2023
6. 03/25/2023 - 04/07/2023	<b>04/11/2023</b>	04/21/2023
7. 04/08/2023 - 04/21/2023	<b>04/25/2023</b>	05/05/2023
8. 04/22/2023 - 05/05/2023	<b>05/09/2023</b>	05/19/2023
9. 05/06/2023 - 05/19/2023	<b>05/23/2023</b>	06/02/2023
10. 05/20/2023 - 06/02/2023	<b>06/06/2023</b>	06/16/2023
11. 06/03/2023 - 06/16/2023	<b>06/20/2023</b>	06/30/2023
12. 06/17/2023 - 06/30/2023	<b>07/04/2023</b>	07/14/2023
13. 07/01/2023 - 07/14/2023	<b>07/18/2023</b>	07/28/2023
14. 07/15/2023 - 07/28/2023	<b>08/01/2023</b>	08/11/2023
15. 07/29/2023 - 08/11/2023	<b>08/15/2023</b>	08/25/2023
16. 08/12/2023 - 08/25/2023	<b>08/29/2023</b>	09/08/2023
17. 08/26/2023 - 09/08/2023	<b>09/12/2023</b>	09/22/2023
18. 09/09/2023 - 09/22/2023	<b>09/26/2023</b>	10/06/2023
19. 09/23/2023 - 10/06/2023	<b>10/10/2023</b>	10/20/2023
20. 10/07/2023 - 10/20/2023	<b>10/24/2023</b>	11/03/2023
21. 10/21/2023 - 11/03/2023	<b>11/07/2023</b>	11/17/2023
22. 11/04/2023 - 11/17/2023	<b>11/21/2023</b>	12/01/2023
23. 11/18/2023 - 12/01/2023	<b>12/05/2023</b>	12/15/2023
24. 12/02/2023 - 12/15/2023	<b>12/19/2023</b>	12/29/2023
25. 12/16/2023 - 12/29/2023	<b>01/02/2024</b>	01/12/2024
26. 12/30/2023 - 01/12/2024	<b>01/16/2024</b>	01/26/2024

An individual timesheet is due every other Tuesday by 5 PM. Each timesheet runs from Saturday-Friday and covers two weeks. Paydays are every other Friday.

All timesheets 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 / 1440 Arcade St. Ste L, Saint Paul, MN 55106**

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)