



PCA & Homemaker Services

2024 Timesheet Due and Payroll Calendar

Timesheet Date	Due by 5PM	Pay Day
1. 01/13/2024 - 01/26/2024	01/30/2024	02/09/2024
2. 01/27/2024 - 02/09/2024	02/13/2024	02/23/2024
3. 02/10/2024 - 02/23/2024	02/27/2024	03/08/2024
4. 02/24/2024 - 03/08/2024	03/12/2024	03/22/2024
5. 03/09/2024 - 03/22/2024	03/26/2024	04/05/2024
6. 03/23/2024 - 04/05/2024	04/09/2024	04/19/2024
7. 04/06/2024 - 04/19/2024	04/23/2024	05/03/2024
8. 04/20/2024 - 05/03/2024	05/07/2024	05/17/2024
9. 05/04/2024 - 05/17/2024	05/21/2024	05/31/2024
10. 05/18/2024 - 05/31/2024	06/04/2024	06/14/2024
11. 06/01/2024 - 06/14/2024	06/18/2024	06/28/2024
12. 06/15/2024 - 06/28/2024	07/02/2024	07/12/2024
13. 06/29/2024 - 07/12/2024	07/16/2024	07/26/2024
14. 07/13/2024 - 07/26/2024	07/30/2024	08/09/2024
15. 07/27/2024 - 08/09/2024	08/13/2024	08/23/2024
16. 08/10/2024 - 08/23/2024	08/27/2024	09/06/2024
17. 08/24/2024 - 09/06/2024	09/10/2024	09/20/2024
18. 09/07/2024 - 09/20/2024	09/24/2024	10/04/2024
19. 09/21/2024 - 10/04/2024	10/08/2024	10/18/2024
20. 10/05/2024 - 10/18/2024	10/22/2024	11/01/2024
21. 10/19/2024 - 11/01/2024	11/05/2024	11/15/2024
22. 11/02/2024 - 11/15/2024	11/19/2024	11/29/2024
23. 11/16/2024 - 11/29/2024	12/03/2024	12/13/2024
24. 11/30/2024 - 12/13/2024	12/17/2024	12/27/2024
25. 12/14/2024 - 12/27/2024	12/31/2024	01/10/2025
26. 12/28/2024 - 01/10/2025	01/14/2025	01/24/2025

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)