

BEST CARE 2024 PAYROLL CALENDAR

1. Timesheets are due **EVERY Thursday by 9:00 AM.**
2. If you forget to punch in, punch out, etc. Call Timesheets 763-710-2011 so we can correct the punch. You can't make corrections yourself.
3. Make sure there is **NO** timesheets in Weekly Pending at the end of the week. Hours that are Pending will **NOT** be paid until they are completed!
4. At the start of a new month, check for any pending timesheets from the previous month after signing your timesheets.
5. Make sure all **activities** all filled out by looking for the **Green Check Mark** next to Activities when you go to sign your timesheets. If it's **RED** exclamation point, the activities need to be completed!
6. Call Timesheets for help: 763-710-2011 – Email: tp@bestcaremn.com

| PAY PERIOD | WEEK #1 | WEEK #1 TIMESHEET DUE | WEEK #2 | WEEK #2 TIMESHEET DUE THURSDAY | PAY DAY FRIDAY WK1 AND WK2 |
|------------|-------------------|--------------------------|--------------------|-----------------------------------|-------------------------------|
| 1. | 12/28/23-01/03/24 | 01/04/24 | 01/04/24-01/10/24 | 01/11/24 | 01/19/24 |
| 2. | 01/11/24-01/17/24 | 01/18/24 | 01/18/24-01/24/24 | 01/25/24 | 02/02/24 |
| 3. | 01/25/24-01/31/24 | 02/01/24 | 02/01/24-02/07/24 | 02/08/24 | 02/16/24 |
| 4. | 02/08/24-02/14/24 | 02/15/24 | 02/15/24-02/21/24 | 02/22/24 | 03/01/24 |
| 5. | 02/22/24-02/28/24 | 02/29/24 | 02/29/24- 03/06/24 | 03/07/24 | 03/15/24 |
| 6. | 03/07/24-03/13/24 | 03/14/24 | 03/14/24-03/20/24 | 03/21/24 | 03/29/24 |
| 7. | 03/21/24-03/27/24 | 03/28/24 | 03/28/24-04/03/24 | 04/04/24 | 04/12/24 |
| 8. | 04/04/24-04/10/24 | 04/11/24 | 04/11/24-04/17/24 | 04/18/24 | 04/26/24 |
| 9. | 04/18/24-04/24/24 | 04/25/24 | 04/25/24-05/01/24 | 05/02/24 | 05/10/24 |
| 10. | 05/02/24-05/08/24 | 05/09/24 | 05/09/24-05/15/24 | 05/16/24 | 05/24/24 |
| 11. | 05/16/24-05/22/24 | 05/23/24 | 05/23/24-05/29/24 | 05/30/24 | 06/07/24 |
| 12. | 05/31/24-06/05/24 | 06/06/24 | 06/06/24-06/12/24 | 06/13/24 | 06/21/24 |
| 13. | 06/13/24-06/19/24 | 06/20/24 | 06/20/24-06/26/24 | 06/27/24 | 07/12/24 |
| 14. | 06/27/24-07/03/24 | 07/04/24 | 07/04/24-07/10/24 | 07/10/24 | 07/26/24 |
| 15. | 07/10/24-07/17/24 | 07/18/24 | 07/18/24-07/24/24 | 07/24/24 | 08/09/24 |
| 16. | 07/24/24-07/31/24 | 08/01/24 | 08/01/24-08/07/24 | 08/08/24 | 08/23/24 |
| 17. | 08/08/24-08/14/24 | 08/15/24 | 08/15/24-08/21/24 | 08/22/24 | 09/06/24 |
| 18. | 08/22/24-08/28/24 | 08/29/24 | 08/29/24-09/04/24 | 09/05/24 | 09/20/24 |
| 19. | 09/05/24-09/11/24 | 09/12/24 | 09/12/24-09/18/24 | 09/19/24 | 10/04/24 |
| 20. | 09/19/24-09/25/24 | 09/26/24 | 09/26/24-10/02/24 | 10/03/24 | 10/18/24 |
| 21. | 10/03/24-10/09/24 | 10/10/24 | 10/10/24-10/16/24 | 10/17/24 | 11/01/24 |
| 22. | 10/17/24-10/23/24 | 10/24/24 | 10/24/24-10/30/24 | 10/31/24 | 11/15/24 |
| 23. | 10/31/24-11/06/24 | 11/07/24 | 11/07/24-11/13/24 | 11/14/24 | 11/29/24 |
| 24. | 11/14/24-11/20/24 | 11/21/24 | 11/21/24-11/27/24 | 11/28/24 | 12/13/24 |
| 25. | 11/28/23-12/04/24 | 12/05/24 | 12/05/24-12/11/24 | 12/12/24 | 12/27/24 |
| 26. | 12/12/24-12/18/24 | 12/19/24 | 12/19/24-12/25/24 | 12/26/24 | 01/10/25 |
| 27. | 12/26/24-01/01/25 | 01/02/25 | 01/02/25-01/08/25 | 01/09/25 | 01/24/25 |