

BEST CARE 2022 PAYROLL CALENDAR

1. **Timesheets are due EVERY Thursday by 9:00 AM.**
2. Timesheets must be legible. If completing by hand, make sure to use your best handwriting in **blue** or **black ink** only.
3. **No white out.** Do not white out previously dated timesheets.
4. Timesheets must contain the dates in consecutive order with the **day, month** and **year**.
5. PCA must indicate the **activities completed** daily (**Initial's**).
6. PCA must record visit times in **15 min increments** (i.e. .25; .50; .75) and with **AM** or **PM** designated.
7. PCA and the recipient/ RP must **sign and date the timesheet**.
8. The timesheet should have the **recipients MA number or date of birth** and **PCA's UMPI number (When Received)**.
9. **Fax completed timesheets to: (763) 592-8262 or (651) 964.3801 -- Email to: timesheets@bestcaremn.com**

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