

# BEST CARE 2023 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 THURSDAY	WEEK #2	WEEK #2 TIMESHEET DUE THURSDAY	PAY DAY FRIDAY WK1 AND WK2
1.	01/26/23-02/01/23	02/02/23	02/02/23-02/08/23	02/09/23	02/17/23
2.	02/09/23-02/15/23	02/16/23	02/16/23-02/22/23	02/23/23	03/03/23
3.	02/24/23-03/01/23	03/02/23	03/02/23-03/08/23	03/09/23	03/17/23
4.	03/09/23-03/15/23	03/16/23	03/16/23-03/22/23	03/23/23	03/31/23
5.	03/23/23-03/29/23	03/30/23	03/30/23- 04/05/23	04/06/23	04/14/23
6.	04/06/23-04/12/23	04/13/23	04/13/23-04/19/23	04/20/23	04/28/23
7.	04/20/23-04/26/23	04/27/23	04/27/23-05/03/23	05/04/23	05/12/23
8.	05/04/23-05/10/23	05/11/23	05/11/23-05/17/23	05/18/23	05/26/23
9.	05/18/23-05/24/23	05/25/23	05/25/23-05/31/23	06/01/23	06/09/23
10.	06/01/23-06/07/23	06/08/23	06/08/23-06/14/23	06/15/23	06/23/23
11.	06/15/23-06/21/23	06/22/23	06/22/23-06/28/23	06/29/23	07/07/23
12.	06/29/23-07/05/23	07/06/23	07/06/23-07/12/23	07/13/23	07/21/23
13.	07/13/23-07/19/23	07/20/23	07/20/23-07/26/23	07/27/23	08/04/23
14.	07/27/23-08/02/23	08/03/23	08/03/23-08/09/23	08/10/23	08/18/23
15.	08/10/23-08/16/23	08/17/23	08/17/23-08/23/23	08/24/23	09/01/23
16.	08/24/23-08/30/23	08/31/23	08/31/23-09/06/23	09/07/23	09/15/23
17.	09/07/23-09/13/23	09/14/23	09/14/23-09/20/23	09/21/23	09/29/23
18.	09/21/23-09/27/23	09/28/23	09/28/23-10/04/23	10/05/23	10/13/23
19.	10/05/23-10/11/23	10/12/23	10/12/23-10/18/23	10/19/23	10/27/23
20.	10/19/23-10/25/23	10/26/23	10/26/23-11/01/23	11/02/23	11/10/23
21.	11/02/23-11/08/23	11/09/23	11/09/23-11/15/23	11/16/23	11/24/23
22.	11/16/23-11/22/23	11/23/23	11/23/23-11/29/23	11/30/23	12/08/23
23.	11/30/23-12/06/23	12/07/23	12/07/23-12/13/23	12/13/23	12/22/23
24.	12/14/23-12/20/23	12/21/23	12/21/23-12/27/23	12/28/23	01/05/24
25.	12/28/23-01/03/24	01/04/24	01/04/24-01/10/24	01/11/24	01/19/24
26.	01/11/24-01/17/24	01/18/24	01/18/24-01/24/24	01/25/24	02/02/24
27.	01/25/24-01/31/24	02/01/24	02/01/24-02/07/24	02/08/24	02/16/24