

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	07/05/24
14.	06/27/24-07/03/24	07/04/24	07/04/24-07/10/24	07/11/24	07/19/24
15.	07/11/24-07/17/24	07/18/24	07/18/24-07/24/24	07/25/24	08/02/24
16.	07/25/24-07/31/24	08/01/24	08/01/24-08/07/24	08/08/24	08/16/24
17.	08/08/24-08/14/24	08/15/24	08/15/24-08/21/24	08/22/24	08/30/24
18.	08/22/24-08/28/24	08/29/24	08/29/24-09/04/24	09/05/24	09/13/24
19.	09/05/24-09/11/24	09/12/24	09/12/24-09/18/24	09/19/24	09/27/24
20.	09/19/24-09/25/24	09/26/24	09/26/24-10/02/24	10/03/24	10/11/24
21.	10/03/24-10/09/24	10/10/24	10/10/24-10/16/24	10/17/24	10/25/24
22.	10/17/24-10/23/24	10/24/24	10/24/24-10/30/24	10/31/24	11/08/24
23.	10/31/24-11/06/24	11/07/24	11/07/24-11/13/24	11/14/24	11/22/24
24.	11/14/24-11/20/24	11/21/24	11/21/24-11/27/24	11/28/24	12/06/24
25.	11/28/23-12/04/24	12/05/24	12/05/24-12/11/24	12/12/24	12/20/24
26.	12/12/24-12/18/24	12/19/24	12/19/24-12/25/24	12/26/24	01/03/25
27.	12/26/24-01/01/25	01/02/25	01/02/25-01/08/25	01/09/25	01/17/25