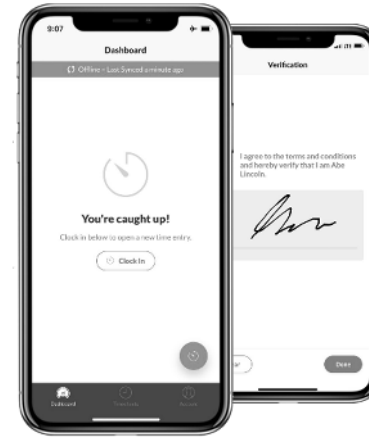


2023 Payroll Schedule F



Pay Period	Due by 5 PM	Payment Date
Dec. 25 – Jan. 7, 2023	Monday, January 9, 2023	Friday, January 20, 2023
Jan. 8 – Jan. 21, 2023	Monday, January 23, 2023	Friday, February 3, 2023
Jan. 22 – Feb. 4, 2023	Monday, February 6, 2023	Friday, February 17, 2023
Feb. 5 – Feb. 18, 2023	Monday, February 20, 2023	Friday, March 3, 2023
Feb. 19 – Mar. 4, 2023	Monday, March 6, 2023	Friday, March 17, 2023
Mar. 5 – Mar. 18, 2023	Monday, March 20, 2023	Friday, March 31, 2023
Mar. 19 – Apr. 1, 2023	Monday, April 3, 2023	Friday, April 14, 2023
Apr. 2 – Apr. 15, 2023	Monday, April 17, 2023	Friday, April 28, 2023
Apr. 16 – Apr. 29, 2023	Monday, May 1, 2023	Friday, May 12, 2023
Apr. 30 – May 13, 2023	Monday, May 15, 2023	Friday, May 26, 2023
May 14 – May 27, 2023	Monday, May 29, 2023	Friday, June 9, 2023
May 28 – Jun. 10, 2023	Monday, June 12, 2023	Friday, June 23, 2023
Jun. 11 – Jun. 24, 2023	Monday, June 26, 2023	Friday, July 7, 2023
Jun. 25 – Jul. 8, 2023	Monday, July 10, 2023	Friday, July 21, 2023
Jul. 9 – Jul. 22, 2023	Monday, July 24, 2023	Friday, August 4, 2023
Jul. 23 – Aug. 5, 2023	Monday, August 7, 2023	Friday, August 18, 2023
Aug. 6 – Aug. 19, 2023	Monday, August 21, 2023	Friday, September 1, 2023
Aug. 20 – Sep. 2, 2023	Monday, September 4, 2023	Friday, September 15, 2023
Sep. 3 – Sep. 16, 2023	Monday, September 18, 2023	Friday, September 29, 2023
Sep. 17 – Sep. 30, 2023	Monday, October 2, 2023	Friday, October 13, 2023
Oct. 1 – Oct. 14, 2023	Monday, October 16, 2023	Friday, October 27, 2023
Oct. 15 – Oct. 28, 2023	Monday, October 30, 2023	Friday, November 10, 2023
Oct. 29 – Nov. 11, 2023	Monday, November 13, 2023	Friday, November 24, 2023
Nov. 12 – Nov. 25, 2023	Monday, November 27, 2023	Friday, December 8, 2023
Nov. 26 – Dec. 9, 2023	Monday, December 11, 2023	Friday, December 22, 2023
Dec. 10 – Dec. 23, 2023	Monday, December 25, 2023	Friday, January 5, 2024
Dec. 24 – Jan. 6, 2024	Monday, January 8, 2024	Friday, January 19, 2024

A work week is Sunday through Saturday.



Get the Caregiver App

Caregiver by GT Independence lets you easily log your hours, receive approval from your employer, and submit your timesheet for payment right from your phone or tablet.

Download the app today.



Want to learn more?

Contact our customer service team at **1.877.659.4500**

GT Office Closures

- Monday, January 2, 2023
- Monday, May 29, 2023
- Monday, June 19, 2023
- Tuesday, July 4, 2023
- Monday, September 4, 2023
- Thursday, November 23, 2023
- Friday, November 24, 2023
- Monday, December 25, 2023
- Tuesday, December 26, 2023

View Submission Guidelines on the back

2023 Payroll Schedule F



Timesheet Submission Guidelines

- Did you send your time in on time?**
You do not have to wait for the due date to send in your time worked. We accept submissions 24 hours a day, 7 days a week and on holidays. Refer to the payroll schedule to ensure you are submitting your timesheet on time.

Time cannot be submitted before all of the hours are worked. Late time will be paid on the following pay period and are subject to denial due to timely filing deadlines.
- Have you included all of the time worked for this payroll period?**
- Did you work all of the hours you submitted?**
It is fraudulent to report hours you did not work. You cannot report hours while the member you are providing services for is hospitalized or in a medical facility (i.e. hospital, nursing home, rehab).
- Did you include the correct service code for each day worked?**
If you are unsure about which service code you should be using, please speak with your Employer or contact Customer Service at 1.877.659.4500.
- Did you make sure not to use white out?**
If you make an error on a paper timesheet, you should correct it by drawing a single line through it. Both the employer and employee should date and initial the correction.

- Did you fully complete each section of the timesheet?**
You may not draw lines, arrows, or use ditto marks to complete sections of a paper timesheet. Each section must be completed even if the information is the same.
- If you needed to resubmit a paper timesheet, did you write "REFAX" at the top?**
If your submission requires a refax or resubmission your payment will be delayed.
- Did you report more hours than authorized?**
Your payment may be delayed if you report more hours than you were approved to provide.

If you have any questions, please contact Customer Service

1.877.659.4500

customerservice@gtindependence.com