



A Brand New Age  
Home Care

**PAYROLL FOR 2020**

PAY PERIOD WEEKS		TIME SHEETS DUE	PAY DATES
MONDAY	SUNDAY	MONDAY'S	FRIDAY
12/16/2019	12/29/2019	12/22/2019 & 12/30/2019	1/3/2020
12/30/2019	1/12/2020	1/6/2020 & 1/13/2020	1/17/2020
1/13/2020	1/26/2020	1/20/2020 & 1/27/2020	1/31/2020
1/27/2020	2/9/2020	2/3/2020 & 2/10/2020	2/14/2020
2/10/2020	2/23/2020	2/17/2020 & 2/24/2020	2/28/2020
2/24/2020	3/8/2020	3/2/2020 & 3/9/2020	3/13/2020
3/9/2020	3/22/2020	3/16/2020 & 3/23/2020	3/27/2020
3/23/2020	4/5/2020	3/30/2020 & 4/6/2020	4/10/2020
4/6/2020	4/19/2020	4/13/2020 & 4/20/2020	4/24/2020
4/20/2020	5/3/2020	4/27/2020 & 5/4/2020	5/8/2020
5/4/2020	5/17/2020	5/11/2020 & 5/18/2020	5/22/2020
5/18/2020	5/31/2020	5/25/2020 & 6/1/2020	6/5/2020
6/1/2020	6/14/2020	6/8/2020 & 6/15/2020	6/19/2020
6/15/2020	6/28/2020	6/22/2020 & 6/29/2020	7/3/2020
6/29/2020	7/12/2020	7/6/2020 & 7/13/2020	7/17/2020
7/13/2020	7/26/2020	7/20/2020 & 7/27/2020	7/31/2020
7/27/2020	8/9/2020	8/3/2020 & 8/10/2020	8/14/2020
8/10/2020	8/23/2020	8/17/2020 & 8/24/2020	8/28/2020
8/24/2020	9/6/2020	8/31/2020 & 9/7/2020	9/11/2020
9/7/2020	9/20/2020	9/14/2020 & 9/21/2020	9/25/2020
9/21/2020	10/4/2020	9/28/2020 & 10/5/2020	10/9/2020
10/5/2020	10/18/2020	10/12/2020 & 10/19/2020	10/23/2020
10/19/2020	11/1/2020	10/26/2020 & 11/2/2020	11/6/2020
11/2/2020	11/15/2020	11/9/2020 & 11/16/2020	11/20/2020
11/16/2020	11/29/2020	11/23/2020 & 11/30/2020	12/4/2020
11/30/2020	12/13/2020	12/7/2020 & 12/14/2020	12/18/2020
12/14/2020	12/27/2020	12/21/2020 & 12/28/2020	1/1/2021

**PLEASE NOTE: TIME SHEETS MUST BE COMPLETED IN FULL WITH ALL DATES, TIME IN, AND TIME OUT.**

ALL TIME SHEETS MUST BE DATED, SIGNED AND THE **PROGRESS NOTES** SECTION FILLED OUT IN ORDER TO BE ACCEPTED.

MAKE SURE YOUR NAME, THE CLIENT'S NAME AND THE DATE ARE ON EVERY PAGE. CLIENT'S OR GUARDIAN'S MUST SIGN ALL TIME SHEETS.

**ATTENTION-PLEASE NOTE TIME SHEETS ARE DUE EVERY MONDAY!!**

YOU ARE RESPONSIBLE FOR SUBMITTING YOUR OWN TIME SHEETS TO YOUR CLIENT FOR HIS/HER SIGNATURE BEFORE THE DUE DATE **MONDAY!**

**ALL TIME SHEETS MUST BE IN NO LATER THAN 12:00PM MONDAY!!!**

IF YOU HAVE ANY QUESTIONS REGARDING THE SUBMISSION OF YOUR TIME SHEET, FEEL FREE TO CONTACT THE OFFICE 215-474-3000.