

**LENDING A HAND, INC.**  
**2017 PAYROLL DATES**

Pay Period Weeks		Time Sheets Due	Pay Date
<i>MONDAY</i>	<i>SUNDAY</i>	<i>MONDAY</i>	<i>FRIDAY</i>
01/02/17	01/15/17	<b>01/16/17</b>	01/20/17
01/16/17	01/29/17	<b>01/30/17</b>	02/03/17
01/30/17	02/12/17	<b>02/13/17</b>	02/17/17
02/13/17	02/26/17	<b>02/27/17</b>	03/03/17
02/27/17	03/12/17	<b>03/13/17</b>	03/17/17
03/13/17	03/26/17	<b>03/27/17</b>	03/31/17
03/27/17	04/09/17	<b>04/10/17</b>	04/14/17
04/10/17	04/23/17	<b>04/24/17</b>	04/28/17
04/24/17	05/07/17	<b>05/08/17</b>	05/12/17
05/08/17	05/21/17	<b>05/22/17</b>	05/26/17
05/22/17	06/04/17	<b>06/05/17</b>	06/09/17
06/05/17	06/18/17	<b>06/19/17</b>	06/23/17
06/19/17	07/02/17	<b>07/03/17</b>	07/07/17
07/03/17	07/16/17	<b>07/17/17</b>	07/21/17
07/17/17	07/30/17	<b>07/31/17</b>	08/04/17
07/31/17	08/13/17	<b>08/14/17</b>	08/18/17
08/14/17	08/27/17	<b>08/28/17</b>	09/01/17
08/28/17	09/10/17	<b>09/11/17</b>	09/15/17
09/11/17	09/24/17	<b>09/25/17</b>	09/29/17
09/25/17	10/08/17	<b>10/09/17</b>	10/13/17
10/09/17	10/22/17	<b>10/23/17</b>	10/27/17
10/23/17	11/05/17	<b>11/06/17</b>	11/10/17
11/06/17	11/19/17	<b>11/20/17</b>	11/24/17
11/20/17	12/03/17	<b>12/04/17</b>	12/08/17
12/04/17	12/17/17	<b>12/18/17</b>	12/22/17
12/18/17	12/31/17	<b>01/01/18</b>	01/05/18

Please Note: Time sheets must be completed in FULL with all dates time in and time out.

All **Social Services Time and Activity Sheets** must be dated, signed and accompanied by your **PROGRESS NOTES** in order to be accepted. Make sure your name, the client's name and the date is on every page of your progress notes. Client's guardian must sign all Time and Activity Sheets. **ATTENTION - PLEASE NOTE TIME SHEETS ARE DUE ON MONDAY ONLY!**

You are responsible for submitting your own time sheets to your supervisor for his/her signature before the due date.

**All time sheets must be no later than 12:00 pm Monday.**

If you have any questions regarding the submission of your time sheets, feel free to contact your supervisor at the office (215) 722-1712.