

Lending A Hand, Inc 2018 PAYROLL DATES

Pay Period Weeks		Time sheets Due	Pay Date
Monday	Sunday	Monday	Friday
01/15/18	01/28/18	01/29/2018	02/02/18
01/29/18	02/11/18	02/12/2018	02/16/18
02/12/18	02/25/18	02/26/2018	03/02/18
02/26/18	03/11/18	03/12/2018	03/16/18
03/12/18	03/25/18	03/26/2018	03/30/18
03/26/18	04/08/18	04/09/2018	04/13/18
04/09/18	04/22/18	04/23/2018	04/27/18
04/23/18	05/06/18	05/07/2018	05/11/18
05/07/18	05/20/18	05/21/2018	05/25/18
05/21/18	06/03/18	06/04/2018	06/08/18
06/04/18	06/17/18	06/18/2018	06/22/18
06/18/18	07/01/18	07/02/2018	07/06/18
07/02/18	07/15/18	07/16/2018	07/20/18
07/16/18	07/29/18	07/30/2018	08/03/18
07/30/18	08/12/18	08/13/2018	08/17/18
08/13/18	08/26/18	08/27/2018	08/31/18
08/27/18	09/09/18	09/10/2018	09/14/18
09/10/18	09/23/18	09/24/2018	09/28/18
09/24/18	10/07/18	10/18/2018	10/12/18
10/08/18	10/21/18	10/22/2018	10/26/18
10/22/18	11/04/18	11/05/2018	11/09/18
11/05/18	11/18/18	11/19/2018	11/23/18
11/19/18	12/02/18	12/03/2018	12/07/18
12/03/18	12/16/18	12/17/2018	12/21/18
12/17/18	12/30/18	12/31/2018	01/04/18
12/31/18	01/13/19	01/14/2019	01/18/19

Please Note: Time sheets must be completed in FULL of all dates time in and time out. All Social Services Time and Activity Sheets must be dated, signed and accompanied by your PROGRESS NOTES 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) 7221712