



2012 Payroll Schedule

<u>Payroll</u>	<u>Pay Period</u>	<u>Pay Day</u>
1	Dec. 10 - 23	January 6, 2012
2	Dec. 24 - Jan.6	January 20, 2012
3	Jan. 7 - 20	February 3, 2012
4	Jan. 21 - Feb. 3	February 17, 2012
5	Feb. 4 - 17	March 2, 2012
6	Feb. 18 - March 2	March 16, 2012
7	March 3 - 16	March 30, 2012
8	March 17 - March 30	April 13, 2012
9	March 31 - April 13	April 27, 2012
10	April 14 - April 27	May 11, 2012
11	April 28 - May 11	May 25, 2012
12	May 12 - 25	June 18, 2012
13	May 26 - June 8	June 22, 2012
14	June 9 - 22	July 6, 2012
15	June 23 - July 6	July 20, 2012
16	July 7 - 20	August 3, 2012
17	July 21 - Aug.3	August 17, 2012
18	August 4 - 17	August 31, 2012
19	Aug. 18 - 31	September 14, 2012
20	Sept. 1 - 14	September 28, 2012
21	Sept. 15 - 28	October 12, 2012
22	Sept. 29 - Oct. 12	October 26, 2012
23	Oct. 13 - 26	November 9, 2012
24	Oct. 27 - Nov. 9	November 23, 2012
25	Nov. 10 - 23	December 7, 2012
26	Nov. 24 - Dec.7	December 21, 2012

Please Remember:

- Weekly timesheets must be received by Advantage PCA by end of day Monday. Late Time sheets may not be paid until the following payday
- Advantage work week is from Saturday through Friday
- Every time sheet must be signed by client/responsible party & the PCA
- Activities must be initialed by PCA, not checked
- Days not worked must have a line drawn through entire day
- Always fill out time sheet each day you work, don't wait until the end of the week to fill in the times you worked. Please have the Client or Responsible Party sign your timesheet on your last scheduled day of the week so you can turn it in timely

Note: It is a Federal crime to provide false information on PCA billings for Medical Assistance Payment.