



P.O. Box 976 Brainerd, MN 56401
 Phone: 218-820-1326, Fax: 801-925-0345

2022 Payroll Schedule

- Timesheets/Charting forms are due each week. **Please chart at the end of every workday.**
- Workweeks are from Saturday to Friday.
- Timesheets are to be mailed in at the completion of each workweek **and may not be postmarked any later than Friday.**
- Please mail in white and yellow copies of timesheets; **pink copies are yours to keep for your records.**
- **All timesheets** must be signed by the client or responsible party and the employee in order to be considered for processing.
- Duties completed must be initialed. **Please do not use x's or check marks.**
- Please **do not** use any arrows on your timesheets.
- **Days not worked** should have a line drawn through them by the client/RP.
- Timesheets should include employee and client numbers in order to be considered complete. If you do not receive the numbers within two weeks, please call us.

Late timesheets (those not postmarked by Friday at the end of the workweek in question) **will not be paid until they can be processed. This will result in delayed payment of hours.**

From	To	Pay Date
12/11/2021	12/24/2021	1/10/2022
12/25/2021	1/7/2022	1/24/2022
1/8/2022	1/21/2022	2/7/2022
1/22/2022	2/4/2022	2/22/2022
2/5/2022	2/18/2022	3/7/2022
2/19/2022	3/4/2022	3/21/2022
3/5/2022	3/18/2022	4/4/2022
3/19/2022	4/1/2022	4/18/2022
4/2/2022	4/15/2022	5/2/2022
4/16/2022	4/29/2022	5/16/2022
4/30/2022	5/13/2022	05/31/2022
5/14/2022	5/27/2022	6/13/2022
5/28/2022	6/10/2022	6/27/2022
6/11/2022	6/24/2022	7/11/2022
6/25/2022	7/8/2022	7/25/2022
7/9/2022	7/22/2022	8/8/2022
7/23/2022	8/5/2022	8/22/2022
8/6/2022	8/19/2022	9/6/2022
8/20/2022	9/2/2022	9/19/2022
9/3/2022	9/16/2022	10/3/2022
9/17/2022	9/30/2022	10/17/2022
10/1/2022	10/14/2022	10/31/2022
10/15/2022	10/28/2022	11/14/2022
10/29/2022	11/11/2022	11/28/2022
11/12/2022	11/25/2022	12/12/2022
11/26/2022	12/09/2022	12/26/2022
12/10/2022	12/23/2022	1/09/2023
12/24/2022	01/05/2023	01/23/2023

Dates in bold represent pay dates delayed 1 day due to Federal holiday.

Please use this as a guide to determine when your first paycheck will be.

Please note, we do not hold back any wages from start of employment.

Your starting wage is \$ _____ and the date of your first check will be _____.