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| **Pay Period** | **Due Date for Paperwork** | **Pay Date** |
| **SUNDAY - SATURDAY** | **MONDAY (week 1)** | **MONDAY (week 2)** | **THURSDAY** |
| 12/1/24-12/14/24 | 12/9/24 | 12/16/24 | 12/19/2024 |
| 12/15/24 – 12/28/24 | 12/23/24 | 12/30/24 | 1/2/2025 |
| 12/29/24 – 1/11/25 | \*\*1/06/25 | 1/13/25 | 1/16/2025 |
| 1/12/25 – 1/25/25 | 1/20/25 | 1/27/25 | 1/30/2025 |
| 1/26/25 – 2/8/25 | \*\*2/3/25 | 2/10/25 | 2/13/2025 |
| 2/9/25 – 2/22/25 | 2/17/25 | 2/24/25 | 2/27/2025 |
| 2/23/25 – 3/8/25 | \*\*3/3/25 | 3/10/25 | 3/13/2025 |
| 3/9/25 – 3/22/25 | 3/17/25 | 3/24/25 | 3/27/2025 |
| 3/23/25 – 4/5/25 | 3/31/25 | \*\*4/7/25 | 4/10/2025 |
| 4/6/25 – 4/19/25 | 4/14/25 | 4/21/25 | 4/24/2025 |
| 4/20/25-5/3/25 | 4/28/25 | \*\*5/5/25 | 5/8/2025 |
| 5/4/25 – 5/17/25 | 5/12/25 | 5/19/25 | 5/22/2025 |
| 5/18/25 – 5/31/25 | 5/26/25 | \*\*6/2/25 | 6/5/2025 |
| 6/1/25-6/14/25 | 6/9/25 | 6/16/25 | 6/19/2025 |
| 6/15/25 – 6/28/25 | 6/23/25 | 6/30/25 | 7/3/2025 |
| 6/29/25 – 7/12/25 | \*\*7/7/25 | 7/14/25 | 7/17/2025 |
| 7/13/25 – 7/26/25 | 7/21/25 | 7/28/25 | 7/31/2025 |
| 7/27/25 – 8/9/25 | \*\*8/4/25 | 8/11/25 | 8/14/2025 |
| 8/10/25 – 8/23/25 | 8/18/25 | 8/25/25 | 8/28/2025 |
| 8/24/25 – 9/6/25 | \*\*9/2/25 | 9/8/25 | 9/11/2025 |
| 9/7/25 – 9/20/25 | 9/15/25 | 9/22/25 | 9/25/2025 |
| 9/21/25 – 10/4/25 | 9/29/25 | \*\*10/6/25 | 10/9/2025 |
| 10/5/25 – 10/18/25 | 10/13/24 | 10/20/25 | 10/23/2025 |
| 10/19/25 – 11/1/25 | 10/27/25 | \*\*11/3/25 | 11/6/2025 |
| 11/2/25 – 11/15/25 | 11/10/25 | 11/17/25 | 11/20/2025 |
| 11/16/25 – 11/29/25 | 11/24/25 | \*\*12/1/25 | 12/4/2025 |
| 11/30/25 – 12/13/25 | 12/8/25 | 12/15/25 | 12/18/2025 |
| 12/14/25-12/27/25 | 12/22/25 | 12/29/25 | 12/31/2025 |

**Please Inspect Your Paperwork Before You Turn it in.**

**\*Pick up day and time for holiday pay weeks may vary. Contact the office to find out the schedule.
\*\*Split Month Paperwork for the current month you are working is due no later than three days into the next month.
Example: if you are working the last week of May, you must submit your paperwork and any outstanding corrections no later than June 3rd.
Paperwork is available to print at www.all-ways-care.com**

**Make sure all paperwork and/or hours are turned in by 10:00am on Monday morning!**

+ Consumer name

+ Consumer number

+ Date (Including year)

+ Staff signature including credentials (DCW, CW, YS)

+ 1:1/2:1 Circled

+ AM/PM written or circled

+ Months separated when applicable on timesheet and notes

+ Date/Time and codes match between the timesheet and the notes

+ Parent/Guardian/Consumer signature dated on or after the last shift of the week worked

+ Contents of notes match the goals in the PCP

+ Corrections completed with staff initials and guardian’s full signature

+ Data log completed and turned in at month end when applicable

* Content matches PCP goals
* Date/Time/Code on notes matches timesheet
* Corrections completed: guardian sign, staff initial
* Parent/Guardian date (after last day worked)
* 1:1 / 2:1 Circled
* AM / PM written or circled
* Data Circled (+/-/R/NA) or monthly log
* Parent/Guardian signature
* Months separated when applicable
* Consumer Name
* Consumer Number
* Date (Including year)
* Staff signature and credentials (DCW or YS)