

PAYROLL SCHEDULE 2023
TIME SHEET RULES AND REGULATIONS

Timesheet due to the						
Pay Period		Office by 10am		Pay Date		
12/18/22	12/31/22	Tuesday	1/3/2023	Friday	01/06/23	* Only BLUE or BLACK ink can be used- no pencils. * No white outs or cross outs. * Include correct worked dates, period end dates, your home department and signature. * Total the hours in each week.
01/01/23	01/14/23	Tuesday	1/17/2023	Friday	01/20/23	
01/15/23	01/28/23	Monday	1/30/2023	Friday	02/03/23	
01/29/23	02/11/23	Monday	2/13/2023	Friday	02/17/23	* Respite Employee: Verify program initials are correct. * Residential Employee: Include program location. * We are paid by the quarter hour. (Example 10:07 a.m. - 10:00 a.m.) (10:12 a.m. - 10:15 a.m.) * When writing # hours on time sheets a quarter hour is .25 (Example 10:15 = .25, 10:30 = .50, 10:45 = .75)
02/12/23	02/25/23	Monday	2/27/2023	Friday	03/03/23	
02/26/23	03/11/23	Monday	3/13/2023	Friday	03/17/23	
03/12/23	03/25/23	Monday	3/27/2023	Friday	03/31/23	TRAVEL REIMBURSEMENT POINTERS * Only 1 month can be put on a form. * Travel Reimbursement needs to be totaled to the bottom of the form. * Travel is turned in with time sheets the pay period after the month ends. * Travel is included in paycheck and is not taxed. It will show as a negative on pay stub.
03/26/23	04/08/23	Monday	4/10/2023	Friday	04/14/23	
04/09/23	04/22/23	Monday	4/24/2023	Friday	04/28/23	
04/23/23	05/06/23	Monday	5/8/2023	Friday	05/12/23	Home Program's Code Residential Aldrew Street 327-23 Administration 100 Balboa Drive 327-24 Bridging Care for Familie 400 Blanding Street 327-31 Adult Fam. Sup. Respite 952 Brittany Road 327-10 Individual Support S/W 310 Carew Street 327-16 Children Respite 952 Center Street I.O. 327-30 Holyoke/Chicopee IS 304 Debra Lane 327-32 DOE Direct Care & Navi 705/715 Edgewater Road 327-33 Medically Fragile 305 Ellery Street 327-27 Family Leadership 605 Ferncliff Avenue 327-29 Spfld/Wsflld IFFS 366 Garnet Street 327-02 Holyoke IFFS 302 Harrow Road 327-21 Adult Foster Care 950-01 Kingoke Ln 327-13 ABI 900-01 Old Lane Road 327-15 AWC H/C 212-01 Prouty Street 327-17 AWC S/W 610-01 Saffron Circle 327-08 S/W Autism 984-01 Stephanie Lane 327-36 S/W Placement Svcs 330-01 Sunridge Drive 327-03 H/C Placement Svcs 304-29 Vineland Avenue 327-28 Williams Court 327-35
05/07/23	05/20/23	Monday	5/22/2023	Friday	05/26/23	
05/21/23	06/03/23	Monday	6/5/2023	Friday	06/09/23	
06/04/23	06/17/23	Monday	6/19/2023	Friday	06/23/23	
06/18/23	07/01/23	Monday	7/3/2023	Friday	07/07/23	
07/02/23	07/15/23	Monday	7/17/2023	Friday	07/21/23	
07/16/23	07/29/23	Monday	7/31/2023	Friday	08/04/23	
07/30/23	08/12/23	Monday	8/14/2023	Friday	08/18/23	
08/13/23	08/26/23	Monday	8/28/2023	Friday	09/01/23	
08/27/23	09/09/23	Monday	9/11/2023	Friday	09/15/23	
09/10/23	09/23/23	Monday	9/25/2023	Friday	09/29/23	
09/24/23	10/07/23	Monday	10/9/2023	Friday	10/13/23	
10/08/23	10/21/23	Monday	10/23/2023	Friday	10/27/23	
10/22/23	11/04/23	Monday	11/6/2023	Friday	11/10/23	
11/05/23	11/18/23	Monday	11/20/2023	Friday	11/24/23	
11/19/23	12/02/23	Monday	12/4/2023	Friday	12/08/23	
12/03/23	12/16/23	Monday	12/18/2023	Friday	12/22/23	
Highlighted pay periods: Denotes Travel is due						
Holiday		Observed				
New Years Day	Monday	January 2, 2023				
Martin Luther King Day	Monday	January 16, 2023				
President's Day	Monday	February 20, 2023				
Memorial Day	Monday	May 29, 2023				
Juneteenth	Monday	Floater				
Independence Day	Tuesday	July 4, 2023				
Labor Day	Monday	September 4, 2023				
Veteran's Day	Friday	November 10, 2023				
Thanksgiving Day	Thursday	November 23, 2023				
Christmas Day	Monday	December 25, 2023				
***REMEMBER- It is your responsibility to keep your Pay-Stub, IF a copy is requested there will be a min. \$2.00 charge.					PT/FT 1360 Relief/OT 1361 Managers 1350 Managers OT 1351 Coordinators 1330	

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Stub, IF a copy is requested there will be a min. \$2.00 charge.

***Note- SIGN UP FOR DIRECT DEPOSIT ASAP. Pay stubs are mailed Thursday evening.**

***Reminder: It is your responsibility to check your stub for any inaccuracies and inform PR Dept ASAP.**

Please review your employee handbook for more information on payroll.