

## Paperwork Schedule

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

\*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](http://www.all-ways-care.com)

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

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

- + 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
- + 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