

All-Ways Care Services, Inc. Paperwork Schedule

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

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
- + 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