

All-Ways Care Services, Inc. Paperwork Schedule

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

*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!

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