

Symbol Key: Time Due Pay Day Postal and Bank Holiday

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|--|---|-----|-----|--|-----|----------|--|-----|-----|--|--|-----|-----------|--|-----|-----|-----|--|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 30 | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | |

2023 Bank & Post Office Holidays

*Consumer Direct Care Network office closures

***New Year's Day** - Monday, January 2

***Martin Luther King, Jr. Day** - Monday, January 16

Presidents Day - Monday, February 20

***Memorial Day** - Monday, May 29

***Juneteenth** - Monday, June 19

***Independence Day** - Tuesday, July 4

***Labor Day** - Monday, September 4

Columbus Day - Monday, October 9

***Veterans Day** - Friday, November 10

***Thanksgiving Day** - Thursday, November 23

***Christmas Day** - Monday, December 25



Each pay period consists of two Sunday through Saturday work weeks. Paper timesheets or web portal time is due Monday by midnight following each work week. You must also clock-in and clock-out for each shift using an approved Electronic Visit Verification (EVV) method. Late time or time with mistakes may result in late pay. Thank you!

| Work Week 1 | Timesheet Due | Work Week 2 | Timesheet Due | Pay Date |
|-------------------------|----------------------|-------------------------|----------------------|-----------------|
| Sunday through Saturday | Monday | Sunday through Saturday | Monday | |
| 12/18/22 to 12/24/22 | 12/26/22 | 12/25/22 to 12/31/22 | 1/2/23 | 1/13/2023 |
| 1/1/23 to 1/7/2023 | 1/9/23 | 1/8/23 to 1/14/23 | 1/16/23 | 1/27/2023 |
| 1/15/23 to 1/21/23 | 1/23/23 | 1/22/23 to 1/28/23 | 1/30/23 | 2/10/2023 |
| 1/29/23 to 2/4/23 | 2/6/23 | 2/5/23 to 2/11/23 | 2/13/23 | 2/24/2023 |
| 2/12/23 to 2/18/23 | 2/20/23 | 2/19/23 to 2/25/23 | 2/27/23 | 3/10/2023 |
| 2/26/23 to 3/4/23 | 3/6/23 | 3/5/23 to 3/11/23 | 3/13/23 | 3/24/2023 |
| 3/12/23 to 3/18/23 | 3/20/23 | 3/19/23 to 3/25/23 | 3/27/23 | 4/7/2023 |
| 3/26/23 to 4/1/23 | 4/3/23 | 4/2/23 to 4/8/23 | 4/10/23 | 4/21/2023 |
| 4/9/23 to 4/15/23 | 4/17/23 | 4/16/23 to 4/22/23 | 4/24/23 | 5/5/2023 |
| 4/23/23 to 4/29/23 | 5/1/23 | 4/30/23 to 5/6/23 | 5/8/23 | 5/19/2023 |
| 5/7/23 to 5/13/23 | 5/15/23 | 5/14/23 to 5/20/23 | 5/22/23 | 6/2/2023 |
| 5/21/23 to 5/27/23 | 5/29/23 | 5/28/23 to 6/3/23 | 6/5/23 | 6/16/2023 |
| 6/4/23 to 6/10/23 | 6/12/23 | 6/11/23 to 6/17/23 | 6/19/23 | 6/30/2023 |
| 6/18/23 to 6/24/23 | 6/26/23 | 6/25/23 to 7/1/23 | 7/3/23 | 7/14/2023 |
| 7/2/23 to 7/8/23 | 7/10/23 | 7/9/23 to 7/15/23 | 7/17/23 | 7/28/2023 |
| 7/16/23 to 7/22/23 | 7/24/23 | 7/23/23 to 7/29/23 | 7/31/23 | 8/11/2023 |
| 7/30/23 to 8/5/23 | 8/7/23 | 8/6/23 to 8/12/23 | 8/14/23 | 8/25/2023 |
| 8/13/23 to 8/19/23 | 8/21/23 | 8/20/23 to 8/26/23 | 8/28/23 | 9/8/2023 |
| 8/27/23 to 9/2/23 | 9/4/23 | 9/3/23 to 9/9/23 | 9/11/23 | 9/22/2023 |
| 9/10/23 to 9/16/23 | 9/18/23 | 9/17/23 to 9/23/23 | 9/25/23 | 10/6/2023 |
| 9/24/23 to 9/30/23 | 10/2/23 | 10/1/23 to 10/7/23 | 10/9/23 | 10/20/2023 |
| 10/8/23 to 10/14/23 | 10/16/23 | 10/15/23 to 10/21/23 | 10/23/23 | 11/3/2023 |
| 10/22/23 to 10/28/23 | 10/30/23 | 10/29/23 to 11/4/23 | 11/6/23 | 11/17/2023 |
| 11/5/23 to 11/11/23 | 11/13/23 | 11/12/23 to 11/18/23 | 11/20/23 | 12/1/2023 |
| 11/19/23 to 11/25/23 | 11/27/23 | 11/26/23 to 12/2/23 | 12/4/23 | 12/15/2023 |
| 12/3/23 to 12/9/23 | 12/11/23 | 12/10/23 to 12/16/23 | 12/18/23 | 12/29/2023 |
| 12/17/23 to 12/23/23 | 12/25/23 | 12/24/23 to 12/30/23 | 1/1/24 | 1/12/2024 |

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