

Homecare Worker Payroll Calendar

January – June 2016

Any 2015 Vouchers will be paid within 2 days of submission.

New payroll timeline starts with January 2016 Vouchers.

S	M	T	W	Th	F	S	January - 2016	February - 2016	S	M	T	W	Th	F	S
					1	2						1	2	3	4
3	4	5	6	7	8	9			7	8	9	10	11	12	13
10	11	12	13	14	15	16			14	15	16	17	18	19	20
17	18	19	20	21	22	23			21	22	23	24	25	26	27
24	25	26	27	28	29	30			28	29					
31															

S	M	T	W	Th	F	S	March - 2016	April - 2016	S	M	T	W	Th	F	S
		1	2	3	4	5									
6	7	8	9	10	11	12			3	4	5	6	7	8	9
13	14	15	16	17	18	19			10	11	12	13	14	15	16
20	21	22	23	24	25	26			17	18	19	20	21	22	23
27	28	29	30	31					24	25	26	27	28	29	30

S	M	T	W	Th	F	S	May - 2016	June - 2016	S	M	T	W	Th	F	S
1	2	3	4	5	6	7								1	2
8	9	10	11	12	13	14			5	6	7	8	9	10	11
15	16	17	18	19	20	21			12	13	14	15	16	17	18
22	23	24	25	26	27	28			19	20	21	22	23	24	25
29	30	31							26	27	28	29	30		

Key to HCW Payroll Calendar

- = Voucher Submission Deadline
- or #\$ = Pay Date (Payments issued)
- = Holiday or Office Closure

You have received several other mailings regarding the new payment cycle and pay dates taking effect for vouchers with pay periods beginning in January 2016. These mailings provided a calendar with voucher submission dates, pay dates and holidays.

- ❖ You will have 3 business days after the end of each service period to turn your voucher in to a local office.
- ❖ In January of 2016 the first service period ends Friday January 15th. Monday January 18th is a holiday and offices are closed. The 3rd business day after the 15th is Thursday January 21st.
- ❖ Your correctly completed and legible voucher must be turned into the office before it closes on the 21st to guarantee you receive your check on time.
- ❖ Vouchers with errors or that cannot be read by staff do not meet the completion requirements, it is the HCW/PSW responsibility to correct the voucher prior to the 8th business day to be included in the normal payment issue cycle.
- ❖ For service period authorized 1/1/2016 – 1/15/2016 the check issue date is February 2nd 2016.

If you have questions or concerns about new submission dates or pay dates please contact the SEIU Member Resource Center at 1 (877) 451-0002