

Please Note: Missing one of the steps below may require time reports to be returned for corrections and/or completion, which could possibly delay your payment.



SINCERE HOME CARE
REAL PEOPLE. SUPREME SUPPORT.

1. Time reports are due EVERY other TUESDAY of the Non – Pay Week by 5:00 PM.
 - feel free to contact us to see if we have received your time report
2. Please write the recipient’s name and date of birth, your name, PCA# number and pay period date spans.
3. You must **initial** the activities completed on a daily basis.
4. You must indicate the time-in and time-out with **AM** or **PM** designated.
5. Time reports must contain the dates in consecutive order with the **day, month and year**.
6. You and the recipient must **sign and date the timesheet at the END of the pay period or after**.
7. **No white out**. Do not white out and submit previously submitted/dated time reports.
8. Time reports must be legible. Make sure to use your best handwriting in **Blue or Black Ink Only**.
9. Sincere Home Care (SHC) is on a bi-weekly (2 week) pay schedule with a two week lag during the first pay period. Pay checks will be issued at the following times: Alternate Fridays after an initial lag of up to two weeks in pay periods. Pay checks will be issued at the Sincere Home Care office, direct deposited or mailed out as arranged with Sincere Home Care.
 - **What is lag pay?** Lag pay is payment of employees for work already performed, including overtime, after the end of the ‘pay period’ during which an employee worked. There will be a two-week lag in pay under the new payroll schedule. The two-week lag means that an employee receives their paycheck two weeks after the end of the pay period the paycheck accounts for.

Please follow the steps above to prevent delay in payment

FAX completed time reports to: (763) 208 – 6089, or SCAN and EMAIL to: timecards@sincerehomecaremn.com

We cannot accept photocopies!

26 Bi – Weekly Pay Periods	Pay Period Begin Dates (MONDAYS)	Pay Period End Dates (SUNDAYS)	Submission Dates (TUESDAYS, non – pay week)	Pay Date (FRIDAYS, every other week)
Pay #1	12/30/2019	01/12/2020	01/14/2020	01/24/2020
Pay #2	01/13/2020	01/26/2020	01/28/2020	02/07/2020
Pay #3	01/27/2020	02/09/2020	02/11/2020	02/21/2020
Pay #4	02/10/2020	02/23/2020	02/25/2020	03/06/2020
Pay #5	02/24/2020	03/08/2020	03/10/2020	03/20/2020
Pay #6	03/09/2020	03/22/2020	03/24/2020	04/03/2020
Pay #7	03/23/2020	04/05/2020	04/07/2020	04/17/2020
Pay #8	04/06/2020	04/19/2020	04/21/2020	05/01/2020
Pay #9	04/20/2020	05/03/2020	05/05/2020	05/15/2020
Pay #10	05/04/2020	05/17/2020	05/19/2020	05/29/2020
Pay #11	05/18/2020	05/31/2020	06/02/2020	06/12/2020
Pay #12	06/01/2020	06/14/2020	06/16/2020	06/26/2020
Pay #13	06/15/2020	06/28/2020	06/30/2020	07/10/2020
Pay #14	06/29/2020	07/12/2020	07/14/2020	07/24/2020
Pay #15	07/13/2020	07/26/2020	07/28/2020	08/07/2020
Pay #16	07/27/2020	08/09/2020	08/11/2020	08/21/2020
Pay #17	08/10/2020	08/23/2020	08/25/2020	09/04/2020
Pay #18	08/24/2020	09/06/2020	09/08/2020	09/18/2020
Pay #19	09/07/2020	09/20/2020	09/22/2020	10/02/2020
Pay #20	09/21/2020	10/04/2020	10/06/2020	10/16/2020
Pay #21	10/05/2020	10/18/2020	10/20/2020	10/30/2020
Pay #22	10/19/2020	11/01/2020	11/03/2020	11/13/2020
Pay #23	11/02/2020	11/15/2020	11/17/2020	11/27/2020
Pay #24	11/16/2020	11/29/2020	12/01/2020	12/11/2020
Pay #25	11/30/2020	12/13/2020	12/15/2020	12/25/2020
Pay #26	12/14/2020	12/27/2020	12/29/2020	01/08/2021