



1. Time reports are due **EVERY** other **TUESDAY of Non – Pay Week** by 5pm.
2. Time reports must be legible. If completing by hand, make sure to use your best handwriting in blue or black ink.
3. No white out. Do not white out previously dated time reports.
4. Time reports must contain the dates in consecutive order with the day, month and year.
5. You must initial the activities completed on a daily basis.
6. You must indicate the time-in and time-out **with AM or PM designated**.
7. You and the recipient must sign and date the timesheet at the end of the pay period or after.
8. The time report should have the recipients MA number or date of birth and your PCA# number.
9. **FAX completed time reports to:** (763 – 208 – 6089), or **SCAN and EMAIL to:** timecards@sincerehomecaremn.com
10. Incomplete time reports will be returned for correction/completion, which could delay your payment.

Period Begin Date (Mondays)	Period End Date (Sundays)	Submission Date (Non – Pay Week Tuesdays)	Pay Date (Every Other Friday)
01/14/2019	12/30/2019	01/01/2019	01/11/2019
01/28/2019	01/13/2019	01/15/2019	01/25/2019
02/11/2019	01/27/2019	01/29/2019	02/08/2019
02/25/2019	02/10/2019	02/12/2019	02/22/2019
03/11/2019	02/24/2019	02/26/2019	03/08/2019
03/25/2019	03/10/2019	03/12/2019	03/22/2019
04/08/2019	03/24/2019	03/26/2019	04/05/2019
04/22/2019	04/07/2019	04/09/2019	04/19/2019
05/06/2019	04/21/2019	04/23/2019	05/03/2019
05/20/2019	05/05/2019	05/07/2019	05/17/2019
06/03/2019	05/19/2019	05/21/2019	05/31/2019
06/17/2019	06/02/2019	06/04/2019	06/14/2019
07/01/2019	06/16/2019	06/18/2019	06/28/2019
07/15/2019	06/30/2019	07/02/2019	07/12/2019
07/29/2019	07/14/2019	07/16/2019	07/26/2019
08/12/2019	07/28/2019	07/30/2019	08/09/2019
08/26/2019	08/11/2019	08/13/2019	08/23/2019
09/09/2019	08/25/2019	08/27/2019	09/06/2019
09/23/2019	09/08/2019	09/10/2019	09/20/2019
10/07/2019	09/22/2019	09/24/2019	10/04/2019
10/21/2019	10/06/2019	10/08/2019	10/18/2019
11/04/2019	10/20/2019	10/22/2019	11/01/2019
11/18/2019	11/03/2019	11/05/2019	11/15/2019
12/02/2019	11/17/2019	11/19/2019	11/29/2019
12/16/2019	12/01/2019	12/03/2019	12/13/2019
12/30/2019	12/15/2019	12/17/2019	12/27/2019
01/13/2020	12/29/2019	12/31/2019	01/10/2020