

**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](mailto:timecards@sincerehomecaremn.com)

**We cannot accept photocopies! We cannot accept in-complete, in-correct or late time reports!**

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	12/28/2020	01/10/2021	01/12/2021	01/22/2021
Pay # 2	01/11/2021	01/24/2021	01/26/2021	02/05/2021
Pay # 3	01/25/2021	02/07/2021	02/09/2021	02/19/2021
Pay # 4	02/08/2021	02/21/2021	02/23/2021	03/05/2021
Pay # 5	02/22/2021	03/07/2021	03/09/2021	03/19/2021
Pay # 6	03/08/2021	03/21/2021	03/23/2021	04/02/2021
Pay # 7	03/22/2021	04/04/2021	04/06/2021	04/16/2021
Pay # 8	04/05/2021	04/18/2021	04/20/2021	04/30/2021
Pay # 9	04/19/2021	05/02/2021	05/04/2021	05/14/2021
Pay # 10	05/03/2021	05/16/2021	05/18/2021	05/28/2021
Pay # 11	05/17/2021	05/30/2021	06/01/2021	06/11/2021
Pay # 12	05/31/2021	06/13/2021	06/15/2021	06/25/2021
Pay # 13	06/14/2021	06/27/2021	06/29/2021	07/09/2021
Pay # 14	06/28/2021	07/11/2021	07/13/2021	07/23/2021
Pay # 15	07/12/2021	07/25/2021	07/27/2021	08/06/2021
Pay # 16	07/26/2021	08/08/2021	08/10/2021	08/20/2021
Pay # 17	08/09/2021	08/22/2021	08/24/2021	09/03/2021
Pay # 18	08/23/2021	09/05/2021	09/07/2021	09/17/2021
Pay # 19	09/06/2021	09/19/2021	09/21/2021	10/01/2021
Pay # 20	09/20/2021	10/03/2021	10/05/2021	10/15/2021
Pay # 21	10/04/2021	10/17/2021	10/19/2021	10/29/2021
Pay # 22	10/18/2021	10/31/2021	11/02/2021	11/12/2021
Pay # 23	11/01/2021	11/14/2021	11/16/2021	11/26/2021
Pay # 24	11/15/2021	11/28/2021	11/30/2021	12/10/2021
Pay # 25	11/29/2021	12/12/2021	12/14/2021	12/24/2021
Pay # 26	12/13/2021	12/26/2021	12/28/2021	01/07/2022