

2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Federal Holidays 2025

January 1st-New Years Day **May 26th**-Memorial Day **July 4th**-Independence Day
September 1th-Labor Day **November 27th**-Thanksgiving **December 25th** Christmas Day

Federal Holidays/Post Office Closed:

1/01/25, 1/20/25, 2/17/25, 5/26/25, 6/19/25, 7/04/25, 9/01/25, 10/13/25, 11/11/25, 11/27/25, 12/25/25

Last day of pay period

Time cards are due in the office **BEFORE 1:00pm**

Checks are mailed/picked up/direct deposited

Office is closed

TIME CARDS MUST:

- Be completed in blue/black ink
- Signed by client/responsible party

Clearly indicate:

- Names, dates, times, circle am/pm
- Total hours worked per day and pay period
- Employee's name and provider number
- Client's MA # or Date of Birth
- Employee's initials in activities section

TIME CARD WILL NOT BE PROCESSED IF:

- They are incomplete
 - Missing one or all signatures
 - Dates by signature are prior to dates of service
 - Whiteout is used on any portion of time card
- PCA's CAN NOT:**
- Provide services while clients are hospitalized
 - Submit times and/or dates they did not work
 - Sign client/responsible party's name
 - Time cards received after 1:00pm of the due day will be processed with the next payroll (2 weeks)

Timecard can be emailed to:
pcatimecards@abbeycareinc.com

Direct Deposit is available to all employees
 AbbeyCare, Inc. is not responsible for any checks lost in the mail.

There will be a 24 hour waiting period before a replacement check is issued