

# 2023

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
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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
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23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June						
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				1	2	3
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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
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23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
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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
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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
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Federal Holidays 2023

January 1st-New Years Day  
September 4th-Labor Day

May 29th-Memorial Day  
November 23th-Thanksgiving

July 4th-Independence Day  
December 25th Christmas Day

### Federal Holidays/Post Office Closed:

01/01/23, 01/16/23, 02/20/23, 05/29/23, 06/19/23, 07/04/23, 09/04/23, 10/09/23, 11/11/23, 11/23/23, 12/24/23, 12/25/23

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)

### Direct Deposit is available to all employees

AbbeyCare, Inc. is not responsible for any checks lost in the mail. A \$30.00 fee will be charged to the employee to stop payment on the lost check and there will be a 24 hour waiting period before a replacement check is issued