

2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

February						
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March						
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April						
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May						
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June						
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July						
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August						
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September						
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October						
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30	31					

November						
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December						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Federal Holidays 2022

January 1st-New Years Day

May 30th-Memorial Day

July 4th-Independence Day

September 5th-Labor Day

November 24th-Thanksgiving

December 25th Christmas Day

Federal Holidays/Post Office Closed:

01/01/22, 01/17/22, 02/21/22, 05/30/22, 06/20/22, 07/04/22, 09/05/22, 10/10/22, 11/11/22, 11/24/22, 12/24/22, 12/26/22

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