

Payroll Dates for the 2005 Calendar Year

To help you keep track of time sheets there is a box beside each pay period to check off after you submitted them.

<i>Pay Period</i>	<i>Due Date</i>	<i>Pay Period</i>	<i>Due Date</i>	<i>Pay Date</i>
12/12/04 -12/18/04	12/20/04	12/19/04 – 12/25/04	12/27/04	12/31/04
12/26/04 – 1/1/05	1/3/05	1/2/05 – 1/8/05	1/10/05	1/14/05
1/9/05 -1/15/05	1/17/05	1/16/05 – 1/22/05	1/24/05	1/28/05
1/23/05 – 1/29/05	1/31/05	1/30/05 – 2/5/05	2/7/05	2/11/05
2/6/05 – 2/12/05	2/14/05	2/13/04 – 2/19/05	2/21/05	2/25/05
2/20/05 – 2/26/05	2/28/05	2/27/05 – 3/5/05	3/7/05	3/11/05
3/6/05 – 3/12/05	3/14/05	3/13/05 – 3/19/05	3/21/05	3/25/05
3/20/05 3/26/05	3/28/05	3/27/05 – 4/2/05	4/4/05	4/8/05
4/3/05 – 4/9/05	4/11/05	4/10/05 – 4/16/05	4/18/05	4/22/05
4/17/05 – 4/23/05	4/25/05	4/24/05 – 4/30/05	5/2/05	5/6/05
5/1/05 – 5/7/05	5/9/05	5/8/05 - 5/14/05	5/16/05	5/20/25
5/15/05 -5/21/05	5/23/05	5/22/05 – 5/28/05	5/30/05	6/3/05
5/29/05 – 6/4/05	6/6/05	6/5/05 – 6/11/05	6/13/05	6/17/05
6/12/05 – 6/18/05	6/20/05	6/19/05 – 6/25/05	6/27/05	7/1/05
6/28/05 -7/2/05	7/4/5	7/3/05 – 7/9/05	7/11/05	7/15/05
7/10/05 – 7/16/05	7/18/05	7/17/05 – 7/23/05	7/25/05	7/29/05
7/24/05 – 7/30/05	8/1/05	7/31/05 – 8/6/05	8/8/05	8/12/05
8/7/05 – 8/13/05	8/15/05	8/14/05 – 8/20/05	8/22/05	8/26/05
8/21/05 – 8/27/05	8/29/05	8/28/05 – 9/3/05	9/5/05	9/9/05
9/4/05 – 9/10/05	9/12/05	9/11/05 – 9/17/05	9/19/05	9/23/05
9/18/05 – 9/24/05	9/26/05	9/25/05 – 10/1/05	10/3/05	10/7/05
10/2/05 – 10/8/05	10/10/05	10/9/05 – 10/15/05	10/17/05	10/21/05
10/16//05 – 10/22/05	10/24/05	10/23/05 – 10/29/05	10/31/05	11/4/05
10/30/05 – 11/5/05	11/7/05	11/6/05 – 11/12/05	11/14/05	11/18/05
11/13/05 – 11/19/05	11/21/05	11/20/05 – 11/26/05	11/28/05	12/2/05
11/27/05 – 12/3/05	12/5/05	12/4/05 – 12/10/05	12/12/05	12/16/05
12/11/05 -12/17/05	12/19/05	12/18/05 – 12/24/05	12/26/05	12/30/05
12/25/05 – 12/31/05	1/2/06	1/1/06 – 1/7/06.	1/9/06	1/13/06
1/8/06 – 1/14/06	1/16/04	1/15//06 – 1/21/05	1/23/06	1/27/06

Important Things to Remember about Submitting Time Sheets

Personal assistant(s) hours must be submitted to the Independent Living Center of the Hudson Valley, (ILCHV) at the Atrium, ***EVERY MONDAY BEFORE 5 PM*** using a weekly time sheet. You may mail, bring or fax timesheets to ILCHV. If you fax time sheets then you no longer have to mail in the original time sheet to us. It would be a good idea to keep the original in a file for your own record. The Independent Living Center (ILC) fax number is 274-7944 and is available 24 hours a day, 7 days

per week. It is still your responsibility to make sure that ILCHV has received your time sheets. The ILCHV will no longer accept hours via voicemail or over the telephone. All hours must be submitted on paper. In addition when hours are added for each day they must be reported in whole hour increments. You can still have your personal assistants work quarter, half and three fourth hours as long as they add up to whole hours at the end of each day.