



Payroll Schedule 2020

| Pay Period | Period Start Date Monday 12:00 AM | Period End Date Sunday 11:59 AM | Hours/Care Plan Due Date | Check Disbursement |
|------------|--------------------------------------|------------------------------------|-----------------------------|-----------------------|
| P26 | 12/09/2019 | 12/22/2019 | 12/23/2019 | 12/27/2019 |
| P1 | 12/23/2019 | 01/05/2020 | 01/06/2020 | 01/10/2020 |
| P2 | 01/06/2020 | 01/19/2020 | 01/20/2020 | 01/24/2020 |
| P3 | 01/20/2020 | 02/02/2020 | 02/03/2020 | 02/07/2020 |
| P4 | 02/03/2020 | 02/16/2020 | 02/17/2020 | 02/21/2020 |
| P5 | 02/17/2020 | 03/01/2020 | 03/02/2020 | 03/06/2020 |
| P6 | 03/02/2020 | 03/15/2020 | 03/16/2020 | 03/20/2019 |
| P7 | 03/16/2020 | 03/29/2020 | 03/30/2020 | 04/03/2020 |
| P8 | 03/30/2020 | 04/12/2020 | 04/13/2020 | 04/17/2020 |
| P9 | 04/13/2020 | 04/26/2020 | 04/27/2020 | 05/01/2020 |
| P10 | 04/27/2020 | 05/10/2020 | 05/11/2020 | 05/15/2020 |
| P11 | 05/11/2020 | 05/24/2020 | 05/25/2020 | 05/29/2020 |
| P12 | 05/25/2020 | 06/07/2020 | 06/08/2020 | 06/12/2020 |
| P13 | 06/08/2020 | 06/21/2020 | 06/22/2020 | 06/26/2020 |
| P14 | 06/22/2020 | 07/05/2020 | 07/06/2020 | 07/10/2020 |
| P15 | 07/06/2020 | 07/19/2020 | 07/20/2020 | 07/24/2020 |
| P16 | 07/20/2020 | 08/02/2020 | 08/03/2020 | 08/07/2020 |
| P17 | 08/03/2020 | 08/16/2020 | 08/17/2020 | 08/21/2020 |
| P18 | 08/17/2020 | 08/30/2020 | 08/31/2020 | 09/04/2020 |
| P19 | 08/31/2020 | 09/13/2020 | 09/14/2020 | 09/18/2020 |
| P20 | 09/14/2020 | 09/27/2020 | 09/28/2020 | 10/02/2020 |
| P21 | 09/28/2020 | 10/11/2020 | 10/12/2020 | 10/16/2020 |
| P22 | 10/12/2020 | 10/25/2020 | 10/26/2020 | 10/30/2020 |
| P23 | 10/26/2020 | 11/08/2020 | 11/09/2020 | 11/13/2020 |
| P24 | 11/09/2020 | 11/22/2020 | 11/23/2020 | 11/27/2020 |
| P25 | 11/23/2020 | 12/6/2020 | 12/07/2020 | 12/11/2020 |
| P26 | 12/07/2020 | 12/20/2020 | 12/21/2020 | 12/26/2020 |

- Each Pay Period begins on the above listed Monday and ends the above listed Sunday
- Check disbursement dates indicate when the funds are authorized to be released from Sunflower Haven, Inc. – Individual banks may have different rules regarding release of funds or availability of funds – this must be discussed with your bank and we have no control over that matter.
- If you receive a check by mail, your check will be mailed out on the above listed disbursement dates
- It is the employee’s responsibility to check your CCGO App, Hours, Clock-Ins, Clock-Outs and Care Plans to ensure completion and accuracy by the Mondays listed above as “Hours/Care Plan Due Dates” – any hours or signed care plans reconciled after the listed Monday will not be processed for that payroll period – NO EXCEPTIONS - PLEASE RECONCILE YOUR SHIFTS DAILY
- FYI – if you CLOCKED IN for your shift but did not CLOCK OUT – there is no record of a completed shift or care plan and you will therefore NOT GET PAID for that shift unless the client verifies your shift in writing.