

# 2017

## PAYROLL CALENDAR

### SUMMIT INDEPENDENT LIVING CENTER, INC. Self-Directed Personal Assistance Services

- SDPAS pay periods run every two weeks (begin Sunday, end Saturday).
- Time sheets are due in the Missoula office by Wednesday at 2pm after the pay period ends.
- **Time sheets received after 2 pm on the due date will be processed with the following pay period.**

**ONLY ORIGINAL TIME SHEETS WILL BE ACCEPTED: NO FAXES, E-MAILS, CALL-INS, OR DUMMY SHEETS.**

Start of Pay Period (always on a Sunday)	End of Pay Period (always on a Saturday)	Time Cards Due (1 <sup>st</sup> Wednesday after pay period ends)	Pay Day (2 <sup>nd</sup> Friday after pay period ends)
12/11/2016	12/24/2016	<b>*12/29/2016 (Thurs)</b>	01/06/2017
12/25/2016	01/07/2017	01/11/2017	01/20/2017
01/08/2017	01/21/2017	01/25/2017	02/03/2017
01/22/2017	02/04/2017	02/08/2017	02/17/2017
02/05/2017	02/18/2017	<b>02/23/2017 Thurs.*</b>	03/03/2017
02/19/2017	03/04/2017	03/08/2017	03/17/2017
03/05/2017	03/18/2017	03/22/2017	03/31/2017
03/19/2017	04/01/2017	04/05/2017	04/14/2017
04/02/2017	04/15/2017	04/19/2017	04/28/2017
04/16/2017	04/29/2017	05/03/2017	05/12/2017
04/30/2017	05/13/2017	05/17/2017	05/26/2017
05/14/2017	05/27/2017	<b>06/01/2017 Thurs*</b>	06/09/2017
05/28/2017	06/10/2017	06/14/2017	06/23/2017
06/11/2017	06/24/2017	06/28/2017	07/07/2017
06/25/2017	07/08/2017	07/12/2017	07/21/2017
07/09/2017	07/22/2017	07/26/2017	08/04/2017
07/23/2017	08/05/2017	08/09/2017	08/18/2017
08/06/2017	08/19/2017	08/23/2017	09/01/2017
08/20/2017	09/02/2017	<b>09/07/2017 Thurs.*</b>	09/15/2017
09/03/2017	09/16/2017	09/20/2017	09/29/2017
09/17/2017	09/30/2017	10/04/2017	10/13/2017
10/01/2017	10/14/2017	10/18/2017	10/27/2017
10/15/2017	10/28/2017	11/01/2017	11/10/2017
10/29/2017	11/11/2017	11/15/2017	11/24/2017
11/12/2017	11/25/2017	11/29/2017	12/08/2017
11/26/2017	12/09/2017	12/13/2017	12/22/2017
12/10/2017	12/23/2017	<b>12/28/2017 Thurs*</b>	01/05/2018
12/24/2017	01/06/2018	01/10/2018	01/19/2018

**\*Due to holiday**