

2018

PAYROLL CALENDAR

SUMMIT INDEPENDENT LIVING Self-Directed Community First Choice & 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 st Wednesday after pay period ends)*	Pay Day (2 nd Friday after pay period ends)
11/26/2017	12/09/2017	12/13/2017	12/22/2017
12/10/2017	12/23/2017	*12/28/2017 (Thurs)	01/05/2018
12/24/2017	01/06/2018	01/10/2018	01/19/2018
01/07	01/20	01/24	02/02
01/21	02/03	02/07	02/16
02/04	02/17	*02/22 (Thurs)	03/02
02/18	03/03	03/07	03/16
03/04	03/17	03/21	03/30
03/18	03/31	04/04	04/13
04/01	04/14	04/18	04/27
04/15	04/28	05/02	05/11
04/29	05/12	05/16	05/25
05/13	05/26	*05/31(Thurs)	06/08
05/27	06/09	06/13	06/22
06/10	06/23	06/27	07/06
06/24	07/07	07/11	07/20
07/08	07/21	07/25	08/03
07/22	08/04	08/08	08/17
08/05	08/18	08/22	08/31
08/19	09/01	*09/06 (Thurs)	09/14
09/02	09/15	09/19	09/28
09/16	09/29	10/03	10/12
09/30	10/13	10/17	10/26
10/14	10/27	10/31	11/09
10/28	11/10	*11/15 (Thurs)	11/23
11/11	11/24	11/28	12/07
11/25	12/08	12/12	12/21
12/09	12/22	*12/27 (Thurs)	01/04/2019
12/23	01/05/2019	01/09/2019	01/18/2019
01/06/2019	01/19/2019	01/23/2019	02/01/2019

*Due to holiday