

## 2024 Payroll Schedule – Biweekly Pay Periods

| <b>Beginning of Payroll<br/>Saturday</b> | <b>End of Payroll<br/>Friday</b> | <b>Time Sheets Due<br/>Monday before Noon</b> | <b>Pay Day<br/>Friday</b> |
|--|----------------------------------|---|---------------------------|
| 12/09/2023                               | 12/22/2023                       | <b>12/25/2023</b>                             | 01/05/2024                |
| 12/23/2023                               | 01/05/2024                       | <b>01/08/2024</b>                             | 01/19/2024                |
| 01/06/2024                               | 01/19/2024                       | <b>01/22/2024</b>                             | 02/02/2024                |
| 01/20/2024                               | 02/02/2024                       | <b>02/05/2024</b>                             | 02/16/2024                |
| 02/03/2024                               | 02/16/2024                       | <b>02/19/2024</b>                             | 03/01/2024                |
| 02/17/2024                               | 03/01/2024                       | <b>03/04/2024</b>                             | 03/15/2024                |
| 03/02/2024                               | 03/15/2024                       | <b>03/18/2024</b>                             | 03/29/2024                |
| 03/16/2024                               | 03/29/2024                       | <b>04/01/2024</b>                             | 04/12/2024                |
| 03/30/2024                               | 04/12/2024                       | <b>04/15/2024</b>                             | 04/26/2024                |
| 04/13/2024                               | 04/26/2024                       | <b>04/29/2024</b>                             | 05/10/2024                |
| 04/27/2024                               | 05/10/2024                       | <b>05/13/2024</b>                             | 05/24/2024                |
| 05/11/2024                               | 05/24/2024                       | <b>05/27/2024</b>                             | 06/07/2024                |
| 05/25/2024                               | 06/07/2024                       | <b>06/10/2024</b>                             | 06/21/2024                |
| 06/08/2024                               | 06/21/2024                       | <b>06/24/2024</b>                             | 07/05/2024                |
| 06/22/2024                               | 07/05/2024                       | <b>07/08/2024</b>                             | 07/19/2024                |
| 07/06/2024                               | 07/19/2024                       | <b>07/22/2024</b>                             | 08/02/2024                |
| 07/21/2024                               | 08/02/2024                       | <b>08/05/2024</b>                             | 08/16/2024                |
| 08/03/2024                               | 08/16/2024                       | <b>08/19/2024</b>                             | 08/30/2024                |
| 08/17/2024                               | 08/30/2024                       | <b>09/02/2024</b>                             | 09/13/2024                |
| 08/31/2024                               | 09/13/2024                       | <b>09/16/2024</b>                             | 09/27/2024                |
| 09/14/2024                               | 09/27/2024                       | <b>09/30/2024</b>                             | 10/11/2024                |
| 09/28/2024                               | 10/11/2024                       | <b>10/14/2024</b>                             | 10/25/2024                |
| 10/12/2024                               | 10/25/2024                       | <b>10/28/2024</b>                             | 11/08/2024                |
| 10/26/2024                               | 11/08/2024                       | <b>11/11/2024</b>                             | 11/22/2024                |
| 11/09/2024                               | 11/22/2024                       | <b>11/25/2024</b>                             | 12/06/2024                |
| 11/23/2024                               | 12/06/2024                       | <b>12/09/2024</b>                             | 12/20/2024                |
| 12/07/2024                               | 12/20/2024                       | <b>12/23/2024</b>                             | 01/03/2025                |
| 12/21/2024                               | 01/03/2025                       | <b>01/06/2025</b>                             | 01/16/2025                |

\*Please see back of Payroll Schedule for ways to submit your time sheets.

## How to Submit Employee Time Sheets

Pay periods are every two weeks and begin on Saturday and end on Friday. Time sheets are due on the Mondays noted on the front page by 12pm (noon) to guarantee they will be processed in the current pay period (even if the office is closed due to a holiday). If your time sheets are received late, they will be held and not processed until the following pay period – no exceptions. You can turn your time sheets in any time after the last shift you worked. **Do not wait until the last minute to submit your time sheets.**

### Submit time sheets by:

- **Fax** – Fax time sheets to our fax number: 952-985-0675. Fax machine is available 24/7.
- **Drop Box** – You must submit your time sheet in PDF format using a scanner app. You can download a free scanner app onto your phone. We will no longer accept a picture of your time sheet. Drop box is available 24/7. Submit electronically by going to <https://cm.integrahc.com/upload>
- **Integra ETC App** – App time sheets automatically submit at the end of the pay period after both the PCA/HM and the Client/RP sign them in the app. **App time sheet users must still adhere to the same due date/time as paper time sheets.**
- **Mail** – Mail your time sheets to: **Integra Home Health Care, PO Box 565, Lakeville, MN 55044**. Time sheets are still due Monday, even if the post office is closed that day. Not recommended due to possible mail delays.
- **Drop Off** – Drop off time sheets in person at our Lakeville office during business hours M-F, 8:30am – 4:30pm. If our office is closed, please place time sheets in an envelope & slide under our door.

**\*It is the responsibility of the Integra employee to submit time sheets by the Monday due date and time. Please allow extra time for transmission delays when faxing, using the drop box or App. A text message will be sent to your phone once we check your time sheet. If you do not receive a message, we highly recommend contacting the Integra office at, 952-985-0672 prior to noon on Monday to ensure that we received your time sheets.**