



**IN-HOME ATTENDANT SERVICES, LTD**  
**SYSTEM OF PAYROLL PROCESS**  
**BI-WEEKLY**

Pay Period Start	To	Pay Period End	Time Sheet Due Date	Pay Date
Dec 23, 2018	To	Jan 05, 2019	Jan 07, 2019	Jan 23, 2019
Jan 06, 2019	To	Jan 19, 2019	Jan 21, 2019	Feb 06, 2019
Jan 20, 2019	To	Feb 02, 2019	Feb 04, 2019	Feb 20, 2019
Feb 03, 2019	To	Feb 16, 2019	Feb 18, 2019	Mar 06, 2019
Feb 17, 2019	To	Mar 02, 2019	Mar 04, 2019	Mar 20, 2019
Mar 03, 2019	To	Mar 16, 2019	Mar 18, 2019	Apr 03, 2019
Mar 17, 2019	To	Mar 30, 2019	Apr 01, 2019	Apr 17, 2019
Mar 31, 2019	To	Apr 13, 2019	Apr 15, 2019	May 01, 2019
Apr 14, 2019	To	Apr 27, 2019	Apr 29, 2019	May 15, 2019
Apr 28, 2019	To	May 11, 2019	May 13, 2019	May 29, 2019
May 12, 2019	To	May 25, 2019	May 27, 2019	Jun 12, 2019
May 26, 2019	To	Jun 08, 2019	Jun 10, 2019	Jun 26, 2019
Jun 09, 2019	To	Jun 22, 2019	Jun 24, 2019	Jul 10, 2019
Jun 23, 2019	To	Jul 06, 2019	Jul 08, 2019	Jul 24, 2019
Jul 07, 2019	To	Jul 20, 2019	Jul 22, 2019	Aug 07, 2019
Jul 21, 2019	To	Aug 03, 2019	Aug 05, 2019	Aug 21, 2019
Aug 04, 2019	To	Aug 17, 2019	Aug 19, 2019	Sep 04, 2019
Aug 18, 2019	To	Aug 31, 2019	Sep 02, 2019	Sep 18, 2019
Sep 01, 2019	To	Sep 14, 2019	Sep 16, 2019	Oct 02, 2019
Sep 15, 2019	To	Sep 28, 2019	Sep 30, 2019	Oct 16, 2019
Sep 29, 2019	To	Oct 12, 2019	Oct 14, 2019	Oct 30, 2019
Oct 13, 2019	To	Oct 26, 2019	Oct 28, 2019	Nov 13, 2019
Oct 27, 2019	To	Nov 09, 2019	Nov 11, 2019	Nov 27, 2019
Nov 10, 2019	To	Nov 23, 2019	Nov 25, 2019	Dec 11, 2019
Nov 24, 2019	To	Dec 07, 2019	Dec 09, 2019	Dec 25, 2019
Dec 08, 2019	To	Dec 21, 2019	Dec 23, 2019	Jan 08, 2020
Dec 22, 2019	To	Jan 04, 2020	Jan 06, 2020	Jan 22, 2020

**Note: Please submit time sheets by the Due Date**

*We recognize that a key requirement is to have time sheet(s) complete and accurate. A late time sheet will be paid after the regularly scheduled payday; provided that it is submitted in time to be processed by the claims filing deadline as mandated by HHS and the Texas Insurance Board.*

**LATE TIME SHEET = LATE PAYMENT**  
**INCORRECT TIME SHEETS WILL DELAY YOUR PAYROLL**

<p><b>Key elements to an accurate timesheet:</b></p> <ul style="list-style-type: none"> <li>- Print legibly</li> <li>- Select correct service type (PAS, RESPITE, PROTECTIVE) <ul style="list-style-type: none"> <li>- Employer and Employee signature required</li> <li>- Indicate if hours are PM</li> </ul> </li> <li>- Confirm total hours for day/week/pay period</li> <li>- A new timesheet <b>MUST</b> be used each and every time</li> <li>- Hours will not be processed unless authorization is received by program payor</li> </ul>
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