

2015 Ionia CMH Respite Payroll Schedule

Service Dates:	<u>Timesheets due to CMH by 5:00 pm:</u>	<u>Direct Deposit Prepared & Checks Mailed by:</u>
Dec. 26 – Jan. 10, 2015	Thursday, Jan. 15, 2015	Friday, Jan. 23, 2015
Jan. 11 – Jan. 25	Friday, Jan. 30, 2015	Monday, Feb. 9, 2015
Jan. 26 – Feb. 10	Friday, Feb. 13, 2015	** Tuesday, Feb. 24, 2015
Feb. 11 – Feb. 25	Monday, March 2, 2015	Tuesday, March 10, 2015
Feb. 26 – Mar. 10	Friday, March 13, 2015	Monday, March 23, 2015
Mar. 11 – Mar. 25	Monday, March 30, 2015	Tuesday, April 7, 2015
Mar. 26 – Apr. 10	Wed., April 15, 2015	Thursday, April 23, 2015
Apr. 11 – Apr. 25	Thursday, April 30, 2015	Friday, May 8, 2015
Apr. 26 – May 10	Friday, May 15, 2015	** Tuesday, May 26, 2015
May 11 – May 25	Friday, May 29, 2015	Monday, June 8, 2015
May 26 – Jun. 10	Monday, June 15, 2015	Tuesday, June 23, 2015
Jun. 11 – Jun. 25	Tuesday, June 30, 2015	Wednesday, July 8, 2015
Jun. 26 – Jul. 10	Wednesday, July 15, 2015	Thursday, July 23, 2015
Jul. 11 – Jul. 25	Thursday, July 30, 2015	Friday, Aug. 07, 2015
Jul. 26 – Aug. 10	Friday, Aug. 14, 2015	Monday, Aug. 24, 2015
Aug. 11 – Aug. 25	Monday, Aug. 31, 2015	Tuesday, Sept. 08, 2015
Aug. 26 – Sept. 10	Tuesday, Sept. 15, 2015	Wed., Sept. 23, 2015
Sept. 11 – Sept. 25	Wed., Sept. 30, 2015	Thursday, Oct. 08, 2015
Sept. 26 – Oct. 10	Thursday, Oct. 15, 2015	Friday, Oct. 23, 2015
Oct. 11 – Oct. 25	Friday, Oct. 30, 2015	Monday, Nov. 09, 2015
Oct. 26 – Nov. 10	Sunday, Nov. 15, 2015	Monday, Nov. 23, 2015
Nov. 11 – Nov. 25	Monday, Nov. 30, 2015	Tuesday, Dec. 08, 2015
Nov. 26 – Dec. 10	Tuesday, Dec. 15, 2015	Wednesday, Dec. 23, 2015
Dec. 11 – Dec. 25	Wednesday, Dec. 30, 2015	Thursday, Jan. 07, 2016
Dec. 26 – Jan. 10, 2016	Friday, Jan. 15, 2016	Monday, Jan. 25, 2016

****Indicates a variance in dates due to Federal Holidays/office closures**

Please remember the following about your time sheets:

- Please review the [Timesheet Submission Guidelines](#) to assure your timesheet is complete
- Time sheets must be completed with blue or black ink
- Time sheets are to be signed and dated by the employee and the employer
- Signature dates should be in MM/DD/YY format
- Must be completed with printed employer and employee names, dates, times and service type
- Only one entry is allowed per row on the time sheet - submit multiple time sheets if necessary
- Incorrect time sheets will require resubmission of corrected time sheets and will delay payment
- All resubmissions are required to have "REFAX" written at the top of the time sheet
- When working for multiple employers, you must turn in a time sheet for each employer
- Late time sheets will be held until the following pay period
- White-out, ditto marks or lines drawn down the columns are not permitted
- Time sheets are accepted by e-mail and fax 24 hours per day, 7 days per week
- Fax your timesheets to 855-FAX-TO-GT (855-329-8648)
- Time sheets are accepted by email at timesheets@gtindependence.com with employer consent
- For assistance please do not hesitate to call Customer Service at 877-659-4500

Please note the pay date listed is the date your payroll is prepared. Direct deposits will be sent to your bank or financial institution on this date, but are not guaranteed to post to your account. GT Independence does not control your bank or financial institution's process for posting direct deposits. Check your bank account the following day for a direct deposit posting.

The office will be closed on the following days:

Wednesday, December 24, 2014
Thursday, December 25, 2014
Thursday, January 1, 2015
Monday, May 25, 2015
Friday, July 3, 2015
Monday, Sept. 7, 2015
Thursday, November 26, 2015
Friday, November 27, 2015
Thursday, December 24, 2015
Friday, December 25, 2015

*****If your timesheet requires a refax or resubmission your payment will be delayed.**

*****Timesheets submitted that are over the authorized amount may not be eligible for payment. Please only submit time that has been authorized.**