

2017 REGULAR PAYROLL CYCLE SCHEDULE				
START		END	DUE IN WILS OFFICE BY 5:00 PM	CHECKS ISSUED
12/24/16	thru	01/06/17	01/09/17	01/13/17
01/07/17	thru	01/20/17	01/23/17	01/27/17
01/21/17	thru	02/03/17	02/06/17	02/10/17
02/04/17	thru	02/17/17	02/20/17	02/24/17
02/18/17	thru	03/03/17	03/06/17	03/10/17
03/04/17	thru	03/17/17	03/20/17	03/24/17
03/18/17	thru	03/31/17	04/03/17	04/07/17
04/01/17	thru	04/14/17	04/17/17	04/21/17
04/15/17	thru	04/28/17	05/01/17	05/05/17
04/29/17	thru	05/12/17	05/15/17	05/19/17
05/13/17	thru	05/26/17	05/29/17	06/02/17
05/27/17	thru	06/09/17	06/12/17	06/16/17
06/10/17	thru	06/23/17	06/26/17	06/30/17
06/24/17	thru	07/07/17	07/10/17	07/14/17
07/08/17	thru	07/21/17	07/24/17	07/28/17
07/22/17	thru	08/04/17	08/07/17	08/11/17
08/05/17	thru	08/18/17	08/21/17	08/25/17
08/19/17	thru	09/01/17	09/04/17	09/08/17
09/02/17	thru	09/15/17	09/18/17	09/22/17
09/16/17	thru	09/29/17	10/02/17	10/06/17

09/30/17	thru	10/13/17	10/16/17	10/20/17
10/14/17	thru	10/27/17	10/30/17	11/03/17
10/28/17	thru	11/10/17	11/13/17	11/17/17
11/11/17	thru	11/24/17	11/27/17	12/01/17
11/25/17	thru	12/08/17	12/11/17	12/15/17
12/09/17	thru	12/22/17	12/25/17	12/29/17
12/23/17	thru	01/05/18	01/08/18	01/12/18

Timesheets must be turned in no later than 5:00 pm on Monday of the pay week. If you turn in a timesheet after hours, please put it in the drop box at your local WILS office. Whiteout is **not allowed** on timesheets. If you need to make a small correction, single line through the mistake, put the correction next to it and initial it. PCAs are not eligible to work or be paid for any time an employer spends time in a Hospital/Rehab/Nursing Facility. Time worked for the Employer when they are not Medicaid active is not payable through the CDS program. You may NOT turn in your timesheet before time has been completed for the pay period. Your timesheet will be rejected requiring a new one to be submitted. Timesheets must be completed in blue or black ink only, **NO PENCIL!** Any other ink will result in the timesheet to be rejected. Per Missouri regulations, faxed timesheets are unacceptable. Should a pay date fall on a Holiday, WILS will pay attendants the day before the pay date. Corrections will only be processed on 4 days per pay period. If there are corrections on more than 4 days, the entire pay period will not be processed until the following week.