

AIM Independent Living Center  
2018 Timesheet Schedule

| PAY PERIOD | WORK DATES         |                    | MUST BE RECEIVED BY MONDAY | Direct Deposit Date |
|------------|--------------------|--------------------|----------------------------|---------------------|
|            | BEGIN DATE         | END DATE           |                            |                     |
| 1          | December 18, 2017  | December 31, 2017  | January 1, 2018            | January 11, 2018    |
| 2          | January 1, 2018    | January 14, 2018   | January 15, 2018           | January 25, 2018    |
| 3          | January 15, 2018   | January 28, 2018   | January 29, 2018           | February 8, 2018    |
| 4          | January 29, 2018   | February 11, 2018  | February 12, 2018          | February 22, 2018   |
| 5          | February 12, 2018  | February 25, 2018  | February 26, 2018          | March 8, 2018       |
| 6          | February 26, 2018  | March 11, 2018     | March 12, 2018             | March 22, 2018      |
| 7          | March 12, 2018     | March 25, 2018     | March 26, 2018             | April 5, 2018       |
| 8          | March 26, 2018     | April 8, 2018      | April 9, 2018              | April 19, 2018      |
| 9          | April 9, 2018      | April 22, 2018     | April 23, 2018             | May 3, 2018         |
| 10         | April 23, 2018     | May 6, 2018        | May 7, 2018                | May 17, 2018        |
| 11         | May 7, 2018        | May 20, 2018       | May 21, 2018               | May 31, 2018        |
| 12         | May 21, 2018       | June 3, 2018       | June 4, 2018               | June 14, 2018       |
| 13         | June 4, 2018       | June 17, 2018      | June 18, 2018              | June 28, 2018       |
| 14         | June 18, 2018      | July 1, 2018       | July 2, 2018               | July 12, 2018       |
| 15         | July 2, 2018       | July 15, 2018      | July 16, 2018              | July 26, 2018       |
| 16         | July 16, 2018      | July 29, 2018      | July 30, 2018              | August 9, 2018      |
| 17         | July 30, 2018      | August 12, 2018    | August 13, 2018            | August 23, 2018     |
| 18         | August 13, 2018    | August 26, 2018    | August 27, 2018            | September 6, 2018   |
| 19         | August 27, 2018    | September 9, 2018  | September 10, 2018         | September 20, 2018  |
| 20         | September 10, 2018 | September 23, 2018 | September 24, 2018         | October 4, 2018     |
| 21         | September 24, 2018 | October 7, 2018    | October 8, 2018            | October 18, 2018    |
| 22         | October 8, 2018    | October 21, 2018   | October 22, 2018           | November 1, 2018    |
| 23         | October 22, 2018   | November 4, 2018   | November 5, 2018           | November 15, 2018   |
| 24         | November 5, 2018   | November 18, 2018  | November 19, 2018          | November 29, 2018   |
| 25         | November 19, 2018  | December 2, 2018   | December 3, 2018           | December 13, 2018   |
| 26         | December 3, 2018   | December 16, 2018  | December 17, 2018          | December 27, 2018   |

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**REMINDERS**

Timesheets must reflect the work dates which correspond to the dates of the pay period and are due no later than 3:30PM on their due date. - All pay periods begin at 12:01 AM (midnight) on Mondays and end at 11:59 PM (midnight) on Sundays. Please review the time sheet procedure policy in your handbook. Should you have any questions please contact the Finance Department.

Please keep this schedule available to refer to during the year.

All changes to CDPAS, CAREGIVER and EISEP timesheets MUST be called in or emailed to [Rwalker@aimcil.com](mailto:Rwalker@aimcil.com) immediately. Self-Directed timesheet changes are called in or emailed to [Sadams@aimcil.com](mailto:Sadams@aimcil.com)

Timesheets are NOT to leave the consumers home. If more than 1 personal assistant works for the same consumer, all of the timesheets for that consumer must be submitted together (via fax (above number), mail (to the Corning office, email to [Rwalker@aimcil.com](mailto:Rwalker@aimcil.com) or drop-off in Elmira or Corning). Please only mail copies of the timesheets and keep the original copy for reference. Smartphone users may download CamScanner App for free on their App store and use to take a picture of the timesheet and send a pdf file.