



## **2024 Payroll Schedule; Please Review the Following Information for 2024 Updates**

**Please only send scanned PDF files.** Pictures, google links, or thumbnails **will not** be accepted. If you do not have access to a printer you can use your smartphones scanner, directions to follow.

All recent smartphones (iPhone & Android) have the camera scanner capability pre-installed, and there are many free mobile scanner apps available to download (Turboscan). Please look up a tutorial for how to scan multi-page documents using your specific phone by doing a Google search.

### **NOTES REGARDING PAYROLL – PLEASE REVIEW EACH YEAR:**

- Submit your timesheets to [champtimesheets@gmail.com](mailto:champtimesheets@gmail.com).
- **Submit your timesheets each and every week by each Saturday at midnight.**
- There are a few **three week pay periods** this year, please be aware.
- Timesheets should not be mailed for payroll purposes.
- Direct Deposit is mandatory so that you get paid quickly.
- ChAMP has pay periods twice a month. You will not always be paid the first and third Fridays of the month. Please note on your calendar which days are pay dates. Deposits can hit accounts at any point during the day; **please do not expect payment first thing in the morning.**
- Pay Stubs are not mailed. Paystubs are accessible through the payroll company's online system, Paychex. You can sign up for the online system after your first paycheck is issued by creating an account at [www.paychexflex.com](http://www.paychexflex.com). You can view your paystubs through the "documents" tab. Your year-end tax documents will also be available through this online system. technical assistance, call the Paychex Help Desk at 888- 246-7500.
- Complete timesheets in black ink and make sure to email both the date/time sheet and the notes sheet. Make sure the dates on the notes match the dates on the first page. We must receive the notes for each session with the timesheet to process (this is State regulation).
- Hours that are over the child's Plan of Care, over Autism Waiver plan limits, or over the maximum of hours per day based upon the Maryland Autism Waiver regulations will not be processed or will be reversed in a future paycheck. Read timesheet rules in full (they are printed on the timesheets).
- Please consult the ChAMP Employee Handbook and all policies and procedures related to timesheet completion and submission in addition to the above information. You are responsible for all relevant information. Your signature on timesheets acknowledges that you have complied with all Autism Waiver and ChAMP policies.

## Payroll Schedule 2023-2024

<b>Pay Period Covered</b>	<b>Direct Deposit Date</b>	<b>Notes/Comments</b>
February 25, 2024 – March 9, 2024	March 15, 2024	
March 10, 2024 – March 30, 2024	April 5, 2024	3 week pay period
March 31, 2024 – April 13, 2024	April 19, 2024	
April 14, 2024 – May 4, 2024	May 8, 2024	3 week pay period
May 5, 2024 – May 18, 2024	May 24, 2024	
May 19, 2024 – June 1, 2024	June 7, 2024	
June 2, 2024 – June 15, 2024	June 21, 2024	
June 16, 2024 – June 29, 2024	July 5, 2024	Pay may arrive earlier in the week, NO LATE TIMESHEETS ACCEPTED.
June 30, 2024 – July 13, 2024	July 19, 2024	
July 14, 2024 – July 27, 2024	August 2, 2024	
July 28, 2024 – August 10, 2024	August 16, 2024	
August 11, 2024 – August 31, 2024	September 6, 2024	3 week pay period
September 1, 2024 – September 14, 2024	September 20, 2024	
September 15, 2024 – September 28, 2024	October 4, 2024	
September 29, 2024 – October 12, 2024	October 18, 2024	
October 13, 2024 – October 26, 2024	November 1, 2024	
October 27, 2024 – November 9, 2024	November 15, 2024	
November 10, 2024 – November 30, 2024	December 6, 2024	3 week pay period
December 1, 2024 – December 14, 2024	December 20, 2024	
December 15, 2024 – December 28, 2024	January 3, 2025	
December 29, 2024 – January 11, 2025	January 17, 2025	
January 12, 2025 – February 1, 2025	February 7, 2025	3 week pay period
February 2, 2025 – February 15, 2025	February 21, 2025	