

2023 COMMUNITY LIVING NETWORK: PAY CYCLE CALENDAR

JANUARY						
S	M	T	W	T	F	S
1 New Years Day	2 Bank Holiday	3 Timesheets Due	4	5	6	7
8	9	10	11	12	13 PAYDAY	14
15	16 Martin Luther King JR	17	18 Timesheets Due	19	20	21
22	23	24	25	26	27	28
29	30 PAYDAY	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3 Timesheets Due	4
5	6	7	8	9	10	11
12	13	14	15 PAYDAY	16	17	18 Timesheets Due
19	20 Presidents Day	21	22	23	24	25
26	27	28 PAYDAY				

MARCH						
S	M	T	W	T	F	S
			1	2	3 Timesheets Due	4
5	6	7	8	9	10	11
12	13	14	15 PAYDAY	16	17	18 Timesheets Due
19	20	21	22	23	24	25
26	27	28	29	30 PAYDAY	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3 Timesheets Due	4	5	6	7	8
9	10	11	12	13	14 PAYDAY	15
16	17	18 Timesheets Due	19	20	21	22
23	24	25	26	27	28 PAYDAY	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3 Timesheets Due	4	5	6
7	8	9	10	11	12	13
14	15 PAYDAY	16	17	18 Timesheets Due	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30 PAYDAY	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3 Timesheets Due
4	5	6	7	8	9	10
11	12	13	14	15 PAYDAY	16	17
18 Timesheets Due	19 Juneteenth Day	20	21	22	23	24
25	26	27	28	29	30 PAYDAY	

KEY::

RED: TIMESHEETS DUE	GREEN: PAYDAY	BH: Bank Holiday	
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Timesheets are due the 3rd and 18th (3 days after of end of pay period).

Timesheets need to be submitted to us by Email (timesheets@communityalliance.com), Fax (734-482-3894) or delivered to our office by the due date. Submitting timesheets late might cause you to have a delay in receiving payment which could be after the scheduled paydate.

Pay Periods are from the 1st-15th and 16th to the end of the month.

Paydays are the 15th & 30th of every month.

Timesheets submitted 30 days past date of service may not be eligible for payment by CLN due to CMH billing deadlines. Employer would be responsible for paying wages.

Call CLN if you have any questions. (734) 482-3300

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JULY						
S	M	T	W	T	F	S
						1
2	3 Timesheets Due	4 Independence Day	5	6	7	8
9	10	11	12	13	14 PAYDAY	15
16	17	18 Timesheets Due	19	20	21	22
23	24	25	26	27	28	29
30	31 PAYDAY					

AUGUST						
S	M	T	W	T	F	S
		1	2	3 Timesheets Due	4	5
6	7	8	9	10	11	12
13	14	15 PAYDAY	16	17	18 Timesheets Due	19
20	21	22	23	24	25	26
27	28	29	30 PAYDAY	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3 Timesheets Due	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15 PAYDAY	16
17	18 Timesheets Due	19	20	21	22	23
24	25	26	27	28	29 PAYDAY	30

OCTOBER						
S	M	T	W	T	F	S
All timesheets for Sept must be submitted by Oct 3rd, due to end of the fiscal year in order to be paid by CLN.						
1	2	3 Timesheets Due	4	5	6	7
8	9 Columbus Day	10	11	12	13	14
15	16 PAYDAY	17	18 Timesheets Due	19	20	21
22	23	24	25	26	27	28
29	30 PAYDAY	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3 Timesheets Due	4
5	6	7	8	9	10	11 Veteran's Day
12	13	14	15 PAYDAY	16	17	18 Timesheets Due
19	20	21	22	23 Thanksgiving day	24	25
26	27	28	29	30 PAYDAY		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3 Timesheets Due	4	5	6	7	8	9
10	11	12	13	14	15 PAYDAY	16
17	18 Timesheets Due	19	20	21	22	23
24	25 Christmas Day	26	27	28	29 PAYDAY	30
31						

KEY::	RED: TIMESHEETS DUE	GREEN: PAYDAY	BH: Bank Holiday	
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