

CONSUMER DIRECTED PERSONAL ASSISTANT PROGRAM

AIM-ILC, 271 E. First St, Corning, NY 14830

Phone: 888-962-8244 Fax: 800-661-2435

**TIME & LABOR ONLINE SCHEDULE FOR 2010**

ALL PAY-PERIODS BEGIN AT MIDNIGHT ON MONDAY AND END AT MIDNIGHT ON SUNDAY

PAY PERIOD	WORK DATES	MUST BE APPROVED NO LATER THAN 8:00AM MONDAY	PAY DATE
1	December 28 - January 10	January 11	January 14, 2010
2	January 11 - January 24	January 25	January 28
3	January 25 - February 7	February 8	February 11
4	February 2 - February 21	February 22	February 25
5	February 22 - March 7	March 8	March 11
6	March 8 - March 21	March 22	March 25
7	March 22 - April 4	April 5	April 8
8	April 5 - April 18	April 19	April 22
9	April 19 - May 2	May 3	May 6
10	May 3 - May 16	May 17	May 20
11	May 17 - May 30	May 31	June 3
12	May 31 - June 13	June 14	June 17
13	June 14 - June 27	June 28	July 1
14	June 28 - July 11	July 12	July 15
15	July 12 - July 25	July 26	July 29
16	July 26 - August 8	August 9	August 12
17	August 9 - August 22	August 23	August 26
18	August 23 - September 5	September 6	September 9
19	September 6 - September 19	September 20	September 23
20	September 20 - October 3	October 4	October 7
21	October 4 - October 17	October 18	October 21
22	October 18 - October 31	November 1	November 4
23	November 1 - November 14	November 15	November 18
24	November 15 - November 28	November 29	December 2
25	November 29 - December 12	December 13	December 16
26	December 13 - December 26	December 27	December 30
1	December 27 - January 9, 2011	January 10	January 13

PLEASE REVIEW THE POLICIES BELOW.

Should you have any questions or concerns, please feel free to contact Jodelle at ext. 121 or Sara at ext. 119



YOU MAY NOT EXCEED THE MAXIMUM OF 40 HOURS PER WEEK OR 80 HOURS PER PAY PERIOD.



Timesheets are to be filled out on a daily basis. As your personal assistant gets to work sign in and as they leave, sign out. Please keep this schedule available to refer to during the year.

- ➡ Only the dates of the pay periods will be paid in that current pay period, this includes any sick/vacation time and mileage sheets.
- ➡ As you are inputting time daily, there should not be any changes to timesheets.