

JEVS - SUPPORTS FOR INDEPENDENCE
Fiscal Intermediary -- POLICY & PROCEDURE
Employer Agent Time Recording & Employee Payment

TITLE: TELEFORMS SCHEDULE 2010

NUMBER: 102E

Purpose: To provide the Employer & Employee Schedule **DEADLINES** for receiving **TELEFORM** in order to process bi-weekly Payroll.

Policy: The Schedule for **SUBMITTING** Completed and Approved **TELEFORMS** is as follows. Late, incomplete, unsigned or not approved **TELEFORM** will **NOT BE PROCESSED**.

PAY #	PAY #	BEGINNING	ENDING	DEADLINE	PAYDATE
2	1	12/20/2009	12/26/2009	12/28/2009	
		12/27/2009	1/2/2010	1/4/2010	1/15/2010
4	2	1/3/2010	1/9/2010	1/11/2010	
		1/10/2010	1/16/2010	1/18/2010	1/29/2010
6	3	1/17/2010	1/23/2010	1/25/2010	
		1/24/2010	1/30/2010	2/1/2010	2/12/2010
8	4	1/31/2010	2/6/2010	2/8/2010	
		2/7/2010	2/13/2010	2/15/2010	2/26/2010
10	5	2/14/2010	2/20/2010	2/22/2010	
		2/21/2010	2/27/2010	3/1/2010	3/12/2010
12	6	2/28/2010	3/6/2010	3/8/2010	
		3/7/2010	3/13/2010	3/15/2010	3/26/2010
14	7	3/14/2010	3/20/2010	3/22/2010	
		3/21/2010	3/27/2010	3/29/2010	4/9/2010

Teleforms schedule continued.		3/28/2010	4/3/2010	4/5/2010	
		4/4/2010	4/10/2010	4/12/2010	4/23/2010
18	9	4/11/2010	4/17/2010	4/19/2010	
		4/18/2010	4/24/2010	4/26/2010	5/7/2010
20	10	4/25/2010	5/1/2010	5/3/2010	
		5/2/2010	5/8/2010	5/10/2010	5/21/2010
22	11	5/9/2010	5/15/2010	5/17/2010	
		5/16/2010	5/22/2010	5/24/2010	6/4/2010
24	12	5/23/2010	5/29/2010	5/31/2010	
		5/30/2010	6/5/2010	6/7/2010	6/18/2010
26	13	6/6/2010	6/12/2010	6/14/2010	
		6/13/2010	6/19/2010	6/21/2010	7/2/2010
28	14	6/20/2010	6/26/2010	6/28/2010	
		6/27/2010	7/3/2010	7/5/2010	7/16/2010
30	15	7/4/2010	7/10/2010	7/12/2010	
		7/11/2010	7/17/2010	7/19/2010	7/30/2010
32	16	7/18/2010	7/24/2010	7/26/2010	
		7/25/2010	7/31/2010	8/2/2010	8/13/2010
34	17	8/1/2010	8/7/2010	8/9/2010	
		8/8/2010	8/14/2010	8/16/2010	8/27/2010
36	18	8/15/2010	8/21/2010	8/23/2010	
		8/22/2010	8/28/2010	8/30/2010	9/10/2010
38	19	8/29/2010	9/4/2010	9/6/2010	
		9/5/2010	9/11/2010	9/13/2010	9/24/2010
40	20	9/12/2010	9/18/2010	9/20/2010	
		9/19/2010	9/25/2010	9/27/2010	10/8/2010
42	21	9/26/2010	10/2/2010	10/4/2010	
		10/3/2010	10/9/2010	10/11/2010	10/22/2010

44	22	10/10/2010	10/16/2010	10/18/2010	
		10/17/2010	10/23/2010	10/25/2010	11/5/2010
46	23	10/24/2010	10/30/2010	11/1/2010	
		10/31/2010	11/6/2010	11/8/2010	11/19/2010
48	24	11/7/2010	11/13/2010	11/15/2010	
		11/14/2010	11/20/2010	11/22/2010	12/3/2010
50	25	11/21/2010	11/27/2010	11/29/2010	
		11/28/2010	12/4/2010	12/6/2010	12/17/2010
52	26	12/5/2010	12/11/2010	12/13/2010	
		12/12/2010	12/18/2010	12/20/2010	12/30/2010
	1	12/19/2010	12/25/2010	12/27/2010	
		12/26/2010	1/1/2011	1/3/2011	1/14/2011
	2	1/2/2011	1/8/2011	1/10/2011	
		1/9/2011	1/15/2011	1/17/2011	1/28/2011

Mac Barenofsky

Payroll Manager

12/8/2009

Effective Date

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