

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

TITLE: TELEPAY SCHEDULE 2010

NUMBER: 102F

Purpose: To provide the Employer & Employee Schedule **DEADLINES** for receiving and correcting open **TELEPAY** transaction in order to process bi-weekly Payroll.

Policy: The Schedule for RESOLUTION and Approval of open TELEPAY TIME CAPTURE TRANSACTION is as follows. Late, incomplete, missed visits or open logged in or logged out will **NOT BE PROCESSED**

Control Department: Payroll Manager

ADP	JEVS	PAY PERIOD		PAY DATE
PAY #	PAY #	BEGINNING	ENDING	
2	1	12/20/2009	1/2/2010	1/15/2010
4	2	1/3/2010	1/16/2010	1/29/2010
6	3	1/17/2010	1/30/2010	2/12/2010
8	4	1/31/2010	2/13/2010	2/26/2010
10	5	2/14/2010	2/27/2010	3/12/2010
12	6	2/28/2010	3/13/2010	3/26/2010
14	7	3/14/2010	3/27/2010	4/9/2010
16	8	3/28/2010	4/10/2010	4/23/2010
18	9	4/11/2010	4/24/2010	5/7/2010
20	10	4/25/2010	5/8/2010	5/21/2010
22	11	5/9/2010	5/22/2010	6/4/2010
24	12	5/23/2010	6/5/2010	6/18/2010
26	13	6/6/2010	6/19/2010	7/2/2010

28	14	6/20/2010	7/3/2010	7/16/2010
30	15	7/4/2010	7/17/2010	7/30/2010
32	16	7/18/2010	7/31/2010	8/13/2010
34	17	8/1/2010	8/14/2010	8/27/2010
36	18	8/15/2010	8/28/2010	9/10/2010
38	19	8/29/2010	9/11/2010	9/24/2010
40	20	9/12/2010	9/25/2010	10/8/2010
42	21	9/26/2010	10/9/2010	10/22/2010
44	22	10/10/2010	10/23/2010	11/5/2010
46	23	10/24/2010	11/6/2010	11/19/2010
48	24	11/7/2010	11/20/2010	12/3/2010
50	25	11/21/2010	12/4/2010	12/17/2010
52	26	12/5/2010	12/18/2010	12/30/2010
	1	12/19/2010	1/1/2011	1/14/2011

12/8/2009

Mae Barenofsky Payroll Manager

Effective Date

