

Island Home Nursing

Time cards are due 4 times a month: on the 1st (for the pay period 16th -EOM), on the 16th (for the pay period 1st-15th), AND on each payday. In order to complete both payroll and the billing process, most especially billing for state clients, all timecards must be turned in on the due dates. Turn in by taking to Pony, taking to the office, or mailing.

2011 Payroll Dates					
Month	Timecards Must Be In By	Payday Timecards are due on payday	Month	Timecards Must Be In By	Payday Timecards are due on payday
January	Mon Jan 3	Tue Jan 11	July	Fri Jul 1	Mon Jul 11
	Mon Jan 17	Tue Jan 25		Sat Jul 16 <i>Pony closes 2pm</i>	Mon July 25
February	Tue Feb 1	Fri Feb 11	August	Mon Aug 1	Thur Aug 11
	Wed Feb 16	Fri Feb 25		Tue Aug 16	Thur Aug 25
March	Tue Mar 1	Fri Mar 11	September	Thur Sept 1	Fri Sept 9
	Wed Mar 16	Fri Mar 25		Fri Sept 16	Fri Sept 23
April	Fri Apr 1	Mon Apr 11	October	Sat Oct 1 <i>Pony closes 2pm</i>	Tue Oct 11
	Sat Apr 16 <i>Pony closes 2pm</i>	Mon Apr 25		Mon Oct 17	Tue Oct 25
May	Mon May 2	Tue May 11	November	Tue Nov 1	Thur Nov 10
	Mon May 16	Wed May 25		Wed Nov 16	Wed Nov 23
June	Wed Jun 1	Fri Jun 10	December	Tue Dec 1	Fri Dec 9
	Thur Jun 16	Fri Jun 24		Fri Dec 16	Fri Dec 23

<p>IHN Office Hours: M-F 9a-5p</p> <p>Closures:</p> <ul style="list-style-type: none"> New Year's Day 2010: Fri Dec 31 Memorial Day: Mon May 30 Independence Day: Mon July 4 Labor Day Mon Sep 5 Thanksgiving: Thu Nov 24 Christmas: Mon Dec 26 New Year's Day 2012: Mon Jan 2 	<p>Pony Mailing Hours</p> <p>M-F 8:30- 5:30 Sat 10a- 2p Sun: closed</p> <p>Closures:</p> <ul style="list-style-type: none"> New Year's 2010: 31st Close at 4:00, Jan. 1st closed. Holland Happening: Sat. Apr 23 Memorial Day: Mon May 30 Independence Day: Mon July 4 Labor Day: Mon Sep 5 Thanksgiving: Thu Nov 24 Christmas: Fri Dec 24
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