

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.

2009 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	Fri Jan 2	Fri Jan 9	July	Wed Jul 1	Fri Jul 10
	Fri Jan 16	Fri Jan 23		Thu Jul 16	Fri July 24
February	Mon Feb 2	Wed Feb 11	August	Sat Aug 1 <i>Pony closes 2pm</i>	Tue Aug 11
	Tue Feb 17	Wed Feb 25		Mon Aug 17	Tue Aug 25
March	Mon Mar 2	Wed Mar 11	September	Tue Sep 1	Fri Sep 11
	Mon Mar 16	Wed Mar 25		Wed 16	Fri Sep 25
April	Wed Apr 1	Fri Apr 10	October	Thu Oct 1	Fri Oct 9
	Thu Apr 16	Fri Apr 24		Fri Oct 16	Fri Oct 23
May	Fri May 1	Mon May 11	November	Mon Nov 2	Tues Nov 10
	Sat May 16 <i>Pony closes 2pm</i>	Fri May 22		Mon Nov 16	Wed Nov 25
June	Mon Jun 1	Thu Jun 11	December	Tue Dec 1	Fri Dec 11
	Tue Jun 16	Thu Jun 25		Wed Dec 16	Wed Dec 23

<p style="text-align: center;">IHN Hours: M-F 9a-5p</p> <p>Closures:</p> <ul style="list-style-type: none"> New Year's Day: Thur Jan 1 Memorial Day: Mon May 25 Independence Day: Fri July 3 Labor Day Mon Sep 7 Thanksgiving: Thu Nov 26 & Fri Nov 27 Christmas: Close 3p on Thur Dec 24 through Fri Dec 25 New Year's Eve: Close @ 3p on Thur 12/31 	<p style="text-align: center;">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 Day: Thur Jan 1 Memorial Day: Mon May 25 Independence Day: Fri July 3 Labor Day Mon Sep 7 Thanksgiving: Thu Nov 27 Christmas: Fri Dec 25
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