# 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.

## 2010 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** | Sat Jan 2 Pony closes at 2pm | Mon Jan 11 | **July** | Thu Jul 1 | Fri Jul 9 |
| | Sat Jan 16 Pony closes at 2pm | Mon Jan 25 | | Fri Jul 16 | Fri Jul 23 |
| **February** | Mon Feb 1 | Thu Feb 11 | **August** | Mon Aug 2 | Wed Aug 11 |
| | Tue Feb 16 | Thu Feb 25 | | Mon Aug 16 | Wed Aug 25 |
| **March** | Mon Mar 1 | Thu Mar 11 | **September** | Wed Sep 1 | Fri Sep 10 |
| | Tue Mar 16 | Thu Mar 25 | | Thu Sep 16 | Fri Sep 24 |
| **April** | Thu Apr 1 | Fri Apr 9 | **October** | Fri Oct 1 | Fri Oct 8 |
| | Fri Apr 16 | Fri Apr 23 | | Sat Oct 16 Pony closes at 2pm | Fri Oct 22 |
| **May** | Sat May 1 Pony closes at 2pm | Tue May 11 | **November** | Mon Nov 1 | Wed Nov 10 |
| | Mon May 17 | Tue May 25 | | Tue Nov 16 | Wed Nov 24 |
| **June** | Tue Jun 1 | Fri Jun 11 | **December** | Wed Dec 1 | Fri Dec 10 |
| | Wed Jun 16 | Fri Jun 25 | | Thu Dec 16 | Thu Dec 23 |

**IHN Office Hours: M-F 9a-5p**

Office Closures:

- New Year's Day: Fri Jan 1
- Memorial Day: Mon May 31
- Independence Day: Mon July 5
- Labor Day Mon Sep 6
- Thanksgiving: Thu Nov 25
- Christmas: Fri Dec 24
- New Year's Eve: Fri Dec 31

**Pony Mailing Hours**

**M-F 8:30- 5:30 Sat 10a- 2p Sun: closed**

Closures:

- New Year's Day: Dec 31, 2009 closes at 4:00
  Fri Jan 1 closed
- Memorial Day: Mon May 31
- Independence Day: Fri Jul 3 closes at 3:00
  Mon July 5 closed
- Labor Day: Mon Sep 6
- Thanksgiving: Thu Nov 25
- Christmas: Fri Dec 24 closes at 4:00
  Sat Dec 25 closed