

Is your time complete?

- All timesheets **must** be received by the deadline below.
- All timesheets **must** be signed and dated either on or after the last day worked by both the Direct Care Professional (Employee) and Employer.
- All timesheets **must** include the start and end times for each day.

TIMESHEET SUBMISSION

Mail

515 South 700 East
Suite 2B
Salt Lake City, UT 84102

Walk-In

515 South 700 East
Suite 2B
Salt Lake City, UT 84102

Email

info@WasatchSD.com

Fax

855.500.4521

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Checks/EFT Sent
P1	12/16/24	12/31/24	01/03/25	01/10/25
P2	01/01/25	01/15/25	01/18/25	01/24/25
P3	01/16/25	01/31/25	02/03/25	02/10/25
P4	02/01/25	02/15/25	02/18/25	02/25/25
P5	02/16/25	02/28/25	03/03/25	03/10/25
P6	03/01/25	03/15/25	03/18/25	03/25/25
P7	03/16/25	03/31/25	04/03/25	04/10/25
P8	04/01/25	04/15/25	04/18/24	04/25/25
P9	04/16/25	04/30/25	05/03/15	05/09/25
P10	05/01/25	05/15/25	05/18/25	05/23/25
P11	05/16/25	05/31/25	06/03/25	06/10/25
P12	06/01/25	06/15/25	06/18/25	06/25/25
P13 End of Fiscal Year	06/16/25	06/30/25	07/01/25	07/08/25
P14	07/01/25	07/15/25	07/18/25	07/25/25
P15	07/16/25	07/31/25	08/03/25	08/08/25
P16	08/01/25	08/15/25	08/18/25	08/25/25
P17	08/16/25	08/31/25	09/03/25	09/10/25
P18	09/01/25	09/15/25	09/18/25	09/25/25
P19	09/16/15	09/30/25	10/03/25	10/10/25
P20	10/01/25	10/15/25	10/18/25	10/24/25
P21	10/16/25	10/31/25	11/03/25	11/10/25
P22	11/01/25	11/15/25	11/18/25	11/25/25
P23	11/16/25	11/30/25	12/03/25	12/10/25
P24	12/01/25	12/15/25	12/18/25	12/24/25
2026				
P1	12/16/25	12/31/25	01/03/26	01/09/26