

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 Worker (Employee) and Employer.
- All timesheets **must** include the start and end times for each day.

TIMESHEET SUBMISSION

Mail	Walk-In	Email	Fax
515 South 700 East	515 South 700 East	Timesheets@WasatchSD.com	855.500.4521
Suite 2B	Suite 2B		
Salt Lake City, UT 84102	Salt Lake City, UT 84102		

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Checks/EFT Sent
P1	12/16/25	12/31/25	01/03/26	01/09/26
P2	01/01/26	01/15/26	01/18/26	01/23/26
P3	01/16/26	01/31/26	02/03/26	02/10/26
P4	02/01/26	02/15/26	02/18/26	02/25/26
P5	02/16/26	02/28/26	03/03/26	03/10/26
P6	03/01/26	03/15/26	03/18/26	03/25/26
P7	03/16/26	03/31/26	04/03/26	04/10/26
P8	04/01/26	04/15/26	04/18/24	04/24/26
P9	04/16/26	04/30/26	05/03/15	05/08/26
P10	05/01/26	05/15/26	05/18/26	05/22/26
P11	05/16/26	05/31/26	06/03/26	06/10/26
P12	06/01/26	06/15/26	06/18/26	06/25/26
P13 End of Fiscal Year	06/16/26	06/30/26	07/01/26	07/08/26
P14	07/01/26	07/15/26	07/18/26	07/24/26
P15	07/16/26	07/31/26	08/03/26	08/10/26
P16	08/01/26	08/15/26	08/18/26	08/25/26
P17	08/16/26	08/31/26	09/03/26	09/10/26
P18	09/01/26	09/15/26	09/18/26	09/25/26
P19	09/16/15	09/30/26	10/03/26	10/09/26
P20	10/01/26	10/15/26	10/18/26	10/23/26
P21	10/16/26	10/31/26	11/03/26	11/10/26
P22	11/01/26	11/15/26	11/18/26	11/25/26
P23	11/16/26	11/30/26	12/03/26	12/10/26
P24	12/01/26	12/15/26	12/18/26	12/24/26
2026				
P1	12/16/26	12/31/26	01/03/27	01/08/27