



TIMESHEET CALENDAR

April 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|----------------------------|------|--------|--------|--------------------------|---|
| | | | | | 1 | 2 <input checked="" type="checkbox"/> |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 Closed Good Friday | 16 <input checked="" type="checkbox"/> |
| 17 | 18 Closed Easter Monday | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 <input checked="" type="checkbox"/> |

May 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|---------------------------|------|--------|--------|-----|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 <input checked="" type="checkbox"/> |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Closed Victoria Day | 24 | 25 | 26 | 27 | 28 <input checked="" type="checkbox"/> |
| 29 | 30 | 31 | | | | |

June 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-----|------|--------|--------|-----|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 <input checked="" type="checkbox"/> |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 <input checked="" type="checkbox"/> |
| 26 | 27 | 28 | 29 | 30 | | |

July 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-----|------|--------|--------|------------------------|---|
| | | | | | 1 Closed Canada Day | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 <input checked="" type="checkbox"/> |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 <input checked="" type="checkbox"/> |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |



Pay Period End



Timesheets In By



Date Paid



TIMESHEET CALENDAR

August 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|---------------------------------|------|---------|---------|-----|---------|
| | 1 Closed Civic Holiday | 2 | 3 | 4 😊 | 5 | 6 ☑ |
| 7 | 8 | 9 | 10 ★ | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 😊 | 19 | 20 ☑ |
| 21 | 22 | 23 | 24 ★ | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

September 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|------------------------------|------|---------|---------|-----|---------|
| | | | | 1 😊 | 2 | 3 ☑ |
| 4 | 5 Closed Labour Day | 6 | 7 ★ | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 😊 | 16 | 17 ☑ |
| 18 | 19 | 20 | 21 ★ | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 😊 | 30 | |

October 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-----------------------------------|------|---------|---------|-----|---------|
| | | | | | | 1 ☑ |
| 2 | 3 | 4 | 5 ★ | 6 | 7 | 8 |
| 9 | 10 Closed Thanks- giving | 11 | 12 | 13 😊 | 14 | 15 ☑ |
| 16 | 17 | 18 | 19 ★ | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 😊 | 28 | 29 |
| 30 | 31 | | | | | ☑ |

November 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-----|------|---------|---------|------------------------------------|---------|
| | | 1 | 2 ★ | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 😊 | 11 Closed Remembrance Day | 12 ☑ |
| 13 | 14 | 15 | 16 ★ | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 😊 | 25 | 26 ☑ |
| 27 | 28 | 29 | 30 ★ | | | |



Pay Period End



Timesheets In By



Date Paid



TIMESHEET CALENDAR

December 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|---------------------|--------------|--------------|------------------|--------------|--------------|--|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 <input checked="" type="checkbox"/> |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 <input checked="" type="checkbox"/> |
| 25 Christmas Day | 26 Closed | 27 Closed | 28 Closed | 29 Closed | 30 Closed | 31 Closed |

January 2023

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|-------------|------|-----|-----|-----|--|
| 1 | 2 Closed | 3 | 4 | 5 | 6 | 7 <input checked="" type="checkbox"/> |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 <input checked="" type="checkbox"/> |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

February 2022

| Sun | Mon | Tues | Wed | Thu | Fri | Sat |
|-----|----------------------------|------|-----|-----|-----|--|
| | | | 1 | 2 | 3 | 4 <input checked="" type="checkbox"/> |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 <input checked="" type="checkbox"/> |
| 19 | 20 Closed Family Day | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

CHRISTMAS WEEK

Please note: Although the office is closed, our payroll team will be in during the holiday break to process payroll. The office remains closed.

Please submit your timesheets by WEDNESDAY, December 28th. Any late timesheets will be processed in the January 19th pay.



TIMESHEET CALENDAR

March 2023

| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|-----|-----|------------|-------|--------|-----|---|
| | | | 1 | 2 | 3 | 4 <input checked="" type="checkbox"/> |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 <input checked="" type="checkbox"/> |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |



Pay Period End



Date Paid



Timesheets In By

FAMILY RESPITE SERVICES FINANCIAL YEAR END IS MARCH 31st, 2023



Therefore when submitting your timesheets with the
Pay Period End Date March 18th

You must also include hours worked on
March 19th -31st (13 days) on a **separate** timesheet

ALL TIMESHEETS MUST BE IN THE OFFICE BY
TUESDAY, March 21st , by 4:30 PM