

December 28, 2023

Updated Payroll Schedule Effective January 2024

Dear Care Providers,

We hope you are enjoying the winter holiday season and are looking forward to the upcoming new year. We are writing to inform you of an important update regarding our payroll process, effective January, 2024.

To bring our payroll procedures in line with Federal Payment standards we will now be issuing paychecks every other week instead of the current twice monthly schedule. Payroll will be run every alternate Wednesday beginning on January 12, 2024 and will be for the pay period ending the preceding Friday. The workweeks will run Saturday through Friday and Timesheets must be submitted every Friday by midnight as outlined in our previous memo.

This adjustment aims to ensure accuracy in our payroll processing and facilitate seamless records keeping. By moving the pay date to Wednesday we hope to alleviate the problem some have encountered in the past with banks not processing Friday payments until after the weekend. Having the payroll every two weeks will make payroll more consistent and reliable without having to account for months that have differing numbers of days.

Attached are calendar snapshots for the next three months that will show you how the pay periods will look. Should you have any questions or need further clarification regarding this update, please do not hesitate to reach out to the office @ 301.495.6330.

Thank you for your cooperation and understanding in implementing this new protocol. We look forward to your continued support in maintaining accurate records and ensuring a smooth payroll process.

Best regards, Medicaid Personal Providers

JANUARY 2024 PAY SCHEDULE

Sun			Tue	Wed	Thu	Fri	Sat
	31	Mon 1	2	3	4	5	6
Pay Period 1							Pay Period 2
						Time Sheets Due by	
	7	8	9	10	11	12	13
Pay Period 2							
				Provider Payroll		Time Sheets Due by	
	14	15	16	17	18	19	20
Pay Period 2	<u></u>	10					Pay Period 3
ay r chou z						Time Sheets Due by	T dy T chod o
						Time officers buc by	
	21	22	23	24	25	26	27
Pay Period 3							
				Provider Payroll		Time Sheets Due by	
	28	29	30	31	1	2	3
Pay Period 3	20	25	30	01			Pay Period 4
Tay I chou o						Time Sheets Due by	T dy T CHOd T
						Time oncess bue by	

FEBRUARY 2024 PAY SCHEDULE

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
Pay Period 3						Pay Period 4
					Time Sheets Due by	
						10
4	5	6	7	8	9	10
Pay Period 4	ı			ı		
			Provider Payroll		Time Sheets Due by	
11	12	13	14	15	16	17
Pay Period 4						Pay Period 5
					Time Sheets Due by	
18	19	20	21	22	23	24
Pay Period 5						
			Provider Payroll		Time Sheets Due by	
25	26	27	28	29	1	2
Pay Period 5						Pay Period 6
					Time Sheets Due by	



MARCH 2024 PAY SCHEDULE

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Sun		Mon	Tue	Wed	Thu	Fri	Sat
	25	26	27	28	29		2
	25	20	21	20			
Pay Period 5							Pay Period 6
						Time Cheete Due bu	
						Time Sheets Due by	
	3	4	5	6	7	8	9
_							
Pay Period 6							
				Bravidar Payrall		Time Chaste Due by	
				Provider Payroll		Time Sheets Due by	
	10	11	12	13	14	15	16
							1 —
Pay Period 6							Pay Period 7
						Time Sheets Due by	
						Tille Sileets Due by	
	17	18	19	20	21	22	23
Pay Period 7							
				Provider Payroll		Time Sheets Due by	
				Trovider rayron		Time officers bue by	
	24	25	26	27	28	29	30
Day Davied 7							1 —
Pay Period 7							Pay Period 8
						Time Sheets Due by	
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	2.1					<u> </u>	
	31	1	2	3	4	5	6
Pay Period 8							
Tay Torroa 0							
				Provider Payroll		Time Sheets Due by	

APRIL 2024 PAY SCHEDULE

Sun	FIDENS, EEC	Mon	Tue	Wed	Thu	Fri	Sat
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Pay Period 8	U1			U	-		
T ay I chod o				Provider Payroll		Time Cheete Due by	
				Provider Payroll		Time Sheets Due by	
	7	8	9	10	11	12	13
Pay Period 8							Pay Period 9
_ ,						Time Sheets Due by	
						Time Oneolo Buo by	
	14	15	16	17	18	19	20
Pay Period 9							
		Tax Day		Provider Payroll		Time Sheets Due by	
	21	22	23	24	25	26	27
Pay Period 9							Pay Period 10
						Time Sheets Due by	
	28	29	30	1	2	3	4
Pay Period 10	20	25	30		2	3	4
Pay Period 10				Dunidas Dunal		Time Charles Davids	
				Provider Payroll		Time Sheets Due by	

MAY 2024 PAY SCHEDULE

MITHICAIN LEKPONAL & LKOA	IDERS, LLC		_		_		PAY SUREDULE
Sun	20	Mon	Tue	Wed	Thu	Fri	Sat
	28	29	30	1	2	3	4
Pay Period 10							
				Provider Payroll		Time Sheets Due by	
	5	6	7	8	9	10	11
Pay Period 10							Pay Period 11
						Time Sheets Due by	
	12	13	14	15	16	17	18
Pay Period 11		10			10		
Pay Period 11							
				Provider Payroll		Time Sheets Due by	
	19	20	21	22	23	24	25
Pay Period 11							Pay Period 12
						Time Sheets Due by	
	26	27	28	29	30	31	1
Pay Period 12							
				Provider Payroll		Time Sheets Due by	
				1 Tovider Payroll		Time oncess bue by	

JUNE 2024 PAY SCHEDULE

INITRICAIN LEKZONAL * LKOAI	DENO, LILO			NA/I	Th		AT SCHEDULE
Sun	26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1
Pay Period 12	20	21	20	29	30	31	
Fay Fellou 12				Duanidas Darmall		Time Charles Davids	
				Provider Payroll		Time Sheets Due by	
	2	3	4	5	6	7	8
Pay Period 12							Pay Period 13
						Time Sheets Due by	
	9	10	11	12	13	14	15
Pay Period 13							
Tay I chou to				Provider Payroll		Time Sheets Due by	
				Provider Fayroli		Tille Sileets Due by	
	16	17	18	19	20	21	22
Pay Period 13							Pay Period 14
						Time Sheets Due by	
	23	24	25	26	27	28	29
Pay Period 14							
				Provider Payroll		Time Sheets Due by	
				- rioridor rayron		Timo enecio bao by	
	30	1	2	3	4	5	6
Pay Period 14							Pay Period 15
						Time Sheets Due by	

JULY 2024 PAY SCHEDULE

INITRICAIN LEKRONAT & LEGAINERS	3) 110				_		PAY SUREDULE
Sun	00	Mon	Tue	Wed	Thu	Fri	Sat
	30	1	2	3	4	5	6
Pay Period 14							Pay Period 15
						Time Sheets Due by	
	7	8	9	10	11	12	13
		U	Ü	10		IZ	13
Pay Period 15							
				Provider Payroll		Time Sheets Due by	
	14	15	16	17	18	19	20
Pay Period 15							Pay Period 16
Tay I chod 15							ay r criod to
						Time Sheets Due by	
	21	22	23	24	25	26	27
Pay Period 16							
				Provider Payroll		Time Sheets Due by	
				Trovider rayron		Time officers bue by	
	_						
_	28	29	30	31	1	2	3
Pay Period 16							Pay Period 17
						Time Sheets Due by	

AUGUST 2024 PAY SCHEDULE

MIEDICAID PERSONAL & LACA	IIUEKO, LLI				_		PAY SCHEDULE
Sun	20	Mon	Tue 30	Wed 31	Thu	Fri	Sat
Day Davied 40	28	29	30	31	1	2	Bass Basical 47
Pay Period 16					I		Pay Period 17
						Time Sheets Due by	
		_		_			
	4	5	6	7	8	9	10
Pay Period 17							
				Provider Payroll		Time Sheets Due by	
	11	12	13	14	15	16	17
Pay Period 17							Pay Period 18
						Time Sheets Due by	
	18	19	20	21	22	23	24
Pay Period 18							
				Provider Payroll		Time Sheets Due by	
				1 Tovider Tayron		Time officers bue by	
	25	26	27	28	29	30	31
Pay Period 18							Pay Period 19
ray renou io						Time Charles Charles	Tay Fellou 19
						Time Sheets Due by	
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SEPTEMBER 2024 PAY SCHEDULE

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Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7
Pay Period 19			-	5	U	ı
ray reliou 19			Duaniday Daywell		Time Charle Due by	
			Provider Payroll		Time Sheets Due by	
8	9	10	11	12	13	14
Pay Period 19						Pay Period 20
•					Time Sheets Due by	
					Time officets but by	
15	16	17	18	19	20	21
Pay Period 20						
			Provider Payroll		Time Sheets Due by	
22	23	24	25	26	27	28
Pay Period 20						Pay Period 21
					Time Sheets Due by	
29	30	1	2	3	4	5
Pay Period 21	30		2	3	4	3
Tay Fellou 21			Provider Payroll		Time Sheets Due by	
			Provider Payroll		Time Sheets Due by	

OCTOBER 2024 PAY SCHEDULE

MIEDICAID PERSONAL * PROVIDERS, LLC			VA/1		JU 1 UDER 2024 F	
Sun 29	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5
Pay Period 21	30		2	3	4	3
Pay Period 21						
			Provider Payroll		Time Sheets Due by	
6	7	8	9	10	11	12
		0	9	10		
Pay Period 21						Pay Period 22
					Time Sheets Due by	
13	14	15	16	17	18	19
Pay Period 22						
			Provider Payroll		Time Sheets Due by	
20	21	22	23	24	25	26
Pay Period 22						Pay Period 23
					Time Sheets Due by	
27	28	29	30	31	1	2
Pay Period 23						
			Provider Payroll		Time Sheets Due by	

NOVEMBER 2024 PAY SCHEDULE

INITRICAID LEKZONAT & LKOAID	cro, LLO		Tue	Wed		JVEIVIDER 2024 I	
Sun	27	Mon 28	1 ue 29	wed 30	Thu 31	Fri 1	Sat 2
Pay Period 23	21	20	20	30	01	1	
T dy T offou 20				Provider Payroll		Time Sheets Due by	
				1 Tovider Fayron		Time officers bue by	
	3	4	5	6	7	8	9
Pay Period 23							Pay Period 24
						Time Sheets Due by	
	10	11	12	13	14	15	16
Pour Povind 24	10		12	13	. 14	15	10
Pay Period 24				Duaridae Darmall		Time Charles Davids	
				Provider Payroll		Time Sheets Due by	
	17	18	19	20	21	22	23
Pay Period 24							Pay Period 25
						Time Sheets Due by	
	24	25	200	0.7	200	20	20
Day Paried 25	24	25	26	27	28	29	30
Pay Period 25				Describer Describ		Time Charles David	
				Provider Payroll		Time Sheets Due by	
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DECEMBER 2024 PAY SCHEDULE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Pay Period 25						Pay Period 26
					Time Sheets Due by	
8	9	10	11	12	13	14
Pay Period 26						
			Provider Payroll		Time Sheets Due by	
15	16	17	18	19	20	21
Pay Period 26						Pay Period 1
					Time Sheets Due by	,
22	_ 23	_ 24	25	26	27	28
Pay Period 1						
			Provider Payroll		Time Sheets Due by	
29	30	31	1	2	3	4
Pay Period 1						Pay Period 2
					Time Sheets Due by	