



Silver Spring, MD 20910

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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					Pay Period 3	
					Time Sheets Due 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					Pay Period 4	
					Time Sheets Due by	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
Pay Period 3					Pay Period 4	
					Time Sheets Due by	
4	5	6	7	8	9	10
Pay Period 4						
			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	

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
Pay Period 8						
		Provider Payroll		Time Sheets Due by		
7	8	9	10	11	12	13
Pay Period 8					Pay Period 9	
				Time Sheets Due 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						
			Provider Payroll		Time Sheets Due by	

Sun	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						
			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		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
Pay Period 12						
			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						
			Provider Payroll		Time Sheets 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	
30	1	2	3	4	5	6
Pay Period 14					Pay Period 15	
					Time Sheets Due by	

Sun	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
Pay Period 15						
		Provider Payroll			Time Sheets Due by	
14	15	16	17	18	19	20
Pay Period 15					Pay Period 16	
					Time Sheets Due by	
21	22	23	24	25	26	27
Pay Period 16						
		Provider Payroll			Time Sheets Due by	
28	29	30	31	1	2	3
Pay Period 16					Pay Period 17	
					Time Sheets Due by	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
Pay Period 16					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	
25	26	27	28	29	30	31
Pay Period 18					Pay Period 19	
					Time Sheets Due by	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Pay Period 19						
		Provider Payroll			Time Sheets Due by	
8	9	10	11	12	13	14
Pay Period 19					Pay Period 20	
					Time Sheets Due 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						
		Provider Payroll			Time Sheets Due by	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
Pay Period 21						
			Provider Payroll	Time Sheets Due by		
6	7	8	9	10	11	12
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		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
Pay Period 23						
			Provider Payroll		Time Sheets Due 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
Pay Period 24						
			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	26	27	28	29	30
Pay Period 25						
			Provider Payroll		Time Sheets Due by	

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	