

2025 Notes Due Dates and Pay Dates

Notes are always due on the 3rd & 18th of each month

<u>Pay Period:</u>	<u>Notes Due By:</u>	<u>Pay Day:</u>
December 16th-31st	Friday, January 3rd	Monday, January 13th
January 1st-15th	Saturday, January 18th	Monday, January 27th
January 16th-31st	Monday, February 3rd	Wednesday, February 12th
February 1st-15th	Tuesday, February 18th	Thursday, February 27th
February 16th-28th	Monday, March 3rd	Wednesday, March 12th
March 1st- 15th	Tuesday, March 18th	Thursday, March 27th
March 16th- 31st	Thursday, April 3rd	Monday, April 14th
April 1st-15th	Friday, April 18th	Monday, April 28th
April 16th-30th	Saturday, May 3rd	Monday, May 12th
May 1st-15th	Sunday, May 18th	Tuesday, May 27th
May 16th-31st	Tuesday, June 3rd	Thursday, June 12th
June 1st-15th	Wednesday, June 18th	Friday, June 27th
June 16th-30th	Thursday, July 3rd	Monday, July 14th
July 1st-15th	Friday, July 18th	Monday, July 28th
July 16th-31st	Sunday, August 3rd	Tuesday, August 12th
August 1st-15th	Monday, August 18th	Wednesday, August 27th
August 16-31st	Wednesday, September 3rd	Friday, September 12th
September 1st-15th	Thursday, September 18th	Monday, September 29th
September 16th-30th	Friday, October 3rd	Tuesday, October 14th
October 1st-15th	Saturday, October 18th	Monday, October 27th
October 16th-31st	Monday, November 3rd	Wednesday, November 12th
November 1st-15th	Tuesday, November 18th	Friday, November 28th
November 16th-30th	Wednesday, December 3rd	Friday, December 12th
December 1st-15th	Thursday, December 18th	Monday, December 29th

All notes must be received on or before the due dates of the **3rd and 18th**, even if it's a Sunday or holiday. Notes received after the due date will be considered late and processed on the next pay day cycle. (Includes Online Documentation)

Email your notes and timecard as a PDF attachment to: trc@respiteconnection.com by the due date! (Can not be photos, must be a PDF attachment)

Fax your notes to **515.277.1963**

Our drop box is open 24 hours a day, 7 days a week for your convenience.

Pay days are scheduled on the 12th and 27th of every month. **If the pay day falls on a weekend or federal reserve holiday the pay day will be on the following business day, due to banks being closed on federal holidays.**