

JANUARY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|--------------|-----|-----|-----|-----|-----|-----|
| 1 | 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 | | | |

FEBRUARY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 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 | | |

MARCH

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 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 | | | | | | |

APRIL

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 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 | | | | |

MAY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 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 | |

JUNE

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 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 | | | | | | |

JULY

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 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 | | | |

AUGUST

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 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

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 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 | | | | | |

OCTOBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 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 | | |

NOVEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 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 |

DECEMBER

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 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 | | | | |

If working for a consumer on PD, FE, BI or IDD waiver you **MUST** use the **AuthentiCare Call-in system**

For additional timesheets visit:
threeriversinc.org

To submit a timesheet for a missed clock in or out:

Fax: 785-456-9923

Mail: PO Box 408, Wamego

Drop Box: 504 Miller Drive, Wamego

Office Closed

January 1

March 28

May 27

July 4

September 2

November 28 & 29

December 25

Pay date on every other Friday

Pay day & Office closing at noon

August 30

Office Closing at noon

December 24



Main Line: 785-456-9915

FMS Line: 785-456-8573

TEXT Line: 844-617-9689

| <u>Pay Period</u> | <u>Timesheet Due</u> | <u>Pay Date</u> |
|-----------------------------|----------------------|-----------------|
| December 10 - December 23 | 12/26/2023 | 1/5/2024 |
| December 24 - January 6 | 1/9/2024 | 1/19/2024 |
| January 7 - January 20 | 1/23/2024 | 2/2/2024 |
| January 21 - February 3 | 2/6/2024 | 2/16/2024 |
| February 4 - February 17 | 2/20/2024 | 3/1/2024 |
| February 18 - March 2 | 3/5/2024 | 3/15/2024 |
| March 3 - March 16 | 3/19/2024 | 3/29/2024 |
| March 17 - March 30 | 4/2/2024 | 4/12/2024 |
| March 31 - April 13 | 4/16/2024 | 4/26/2024 |
| April 14 - April 27 | 4/30/2024 | 5/10/2024 |
| April 28 - May 11 | 5/14/2024 | 5/24/2024 |
| May 12 - May 25 | 5/28/2024 | 6/7/2024 |
| May 26 - June 8 | 6/11/2024 | 6/21/2024 |
| June 9 - June 22 | 6/25/2024 | 7/5/2024 |
| June 23 - July 6 | 7/9/2024 | 7/19/2024 |
| July 7 - July 20 | 7/23/2024 | 8/2/2024 |
| July 21 - August 3 | 8/6/2024 | 8/16/2024 |
| August 4 - August 17 | 8/20/2024 | 8/30/2024 |
| August 18 - August 31 | 9/3/2024 | 9/13/2024 |
| September 1 - September 14 | 9/17/2024 | 9/27/2024 |
| September 15 - September 28 | 10/1/2024 | 10/11/2024 |
| September 29 - October 12 | 10/15/2024 | 10/25/2024 |
| October 13 - October 26 | 10/29/2024 | 11/8/2024 |
| October 27 - November 9 | 11/12/2024 | 11/22/2024 |
| November 10 - November 23 | 11/26/2024 | 12/6/2024 |
| November 24 - December 7 | 12/10/2024 | 12/20/2024 |
| December 8-December 21 | 12/24/2024 | 1/3/2025 |

Timesheets are due by Noon.

To submit a timesheet for a missed clock in or out:

Fax: 785-456-9923

Mail: 3 Rivers Inc, PO Box 408, Wamego, KS 66547

Drop Box: 504 Miller Drive, Wamego, KS 66547