

<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

2024

IMPORTANT INFORMATION

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		

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

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				

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Mail: PO Box 408, Wamego

Drop Box: 504 Miller Drive, Wamego

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						

☒ **Office Closed**

January 1

March 28

May 27

July 4

September 2

November 28 & 29

December 25

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

☐ **Pay date on every other Friday**

☒ **Pay day & Office closing at noon**
August 30

☒ **Office Closing at noon**
December 24

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				



Main Line: 785-456-9915
FMS Line: 785-456-8573
TEXT Line: 844-617-9689