

IMPORTANT INFORMATION

Faxing your timesheet to the correct office will speed up payroll.

Remember that your timesheet must be filled out correctly

- Must be completed legibly and in ink
- No "white out" to make corrections
- Times must be identified as **AM** or **PM**
- Signed by both the employee and employer after services are completed for the pay period.
- If you are employed by more than one person, or if your employer has more than one employee, we check that the right ratio is billed and that hours billed do not overlap.
- If you drive the RCO customer as part of your job, RCO must have proof of current automobile insurance and valid Drivers License.

You will be notified if your timesheet has one or more of these errors. All errors
All changes to a timesheet need to be initialed by both the employer and

RCO Fiscal Intermediary 2010 Payroll Schedule

Timesheets are due:

Mon	January	4th	by Noon
Wed	February	3rd	by 5pm
Wed	March	3rd	by 5pm
Mon	April	5th	by Noon
Mon	May	3rd	by 5pm
Thu	June	3rd	by 5pm
Mon	July	5th	by 5pm
Tue	August	3rd	by 5pm
Fri	September	3rd	by 5pm
Mon	October	4th	by Noon
Wed	November	3rd	by 5pm
Fri	December	3rd	by 5pm

Pay Day is:

January	11th
February	10th
March	10th
April	9th
May	10th
June	10th
July	9th
August	10th
September	10th
October	11th
November	10th
December	10th