



Operation ABLE ~ New Hampshire SCSEP Biweekly Timesheet/Payroll Schedule – 2023



IMPORTANT REMINDERS found on page 2 (Last updated 12/31/22)

Pay Period Start Date (Sunday)	Pay Period End Date (Saturday)	TIMESHEET DUE DATE BY <u>NOON</u>	Pay Date (Friday)
12/25/2022	01/7/2023	Thursday 01/05/23	01/13/23
01/08/23	01/21/23	Thursday 01/19/23	01/27/23
01/22/23	02/04/23	Thursday 02/02/23	02/10/23
02/05/23	02/18/23	Wednesday 02/15/23	02/24/23
02/19/23	03/04/23	Thursday 03/02/23	03/10/23
03/05/23	03/18/23	Thursday 03/16/23	03/24/23
03/19/23	04/01/23	Thursday 03/30/23	04/07/23
04/02/23	04/15/23	Thursday 04/13/23	04/21/23
04/16/23	04/29/23	Thursday 04/27/23	05/05/23
04/30/23	05/13/23	Thursday 05/11/23	05/19/23
05/14/23	05/27/23	Thursday 05/25/23	06/02/23
05/28/23	06/10/23	Thursday 06/08/23	06/16/23
06/11/23	06/24/23	Thursday 06/22/23	06/30/23
06/25/23	07/08/23	Thursday 07/06/23	07/14/23
07/09/23	07/22/23	Thursday 07/20/23	07/28/23
07/23/23	08/05/23	Thursday 08/03/23	08/11/23
08/06/23	08/19/23	Thursday 08/17/23	08/25/23
08/20/23	09/02/23	Tuesday 08/29/23	09/08/23
09/03/23	09/16/23	Thursday 09/14/23	09/22/23
09/17/23	09/30/23	Thursday 09/28/22	10/06/23
10/01/23	10/14/23	Thursday 10/12/23	10/20/23
10/15/23	10/28/23	Thursday 10/26/23	11/03/23
10/29/23	11/11/23	Tuesday 11/7/23	11/17/23
11/12/23	11/25/23	Tuesday 11/21/23	12/01/23
11/26/23	12/09/23	Thursday 12/7/23	12/15/23
12/10/23	12/23/23	Tuesday 12/19/23	12/29/23
12/24/23	01/06/24	Thursday 01/04/24	01/12/24



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Fax # 603-623-5277 or Email: nhpayroll@operationable.net

Late or inaccurate timesheets may result in you not being paid on time. You will be paid your regular number of hours for the holiday, only IF the holiday falls on your regular work/training day.

PAID HOLIDAY SCHEDULE*

New Year’s Day: Observed 1/2/23	Juneteenth: Observed 6/19/23	Veterans Day: Observed 11/10/23
Martin Luther King Day: Observed 1/16/23	Independence Day: 7/4/23	Thanksgiving: 11/23/23
Presidents Day: Observed 2/20/23	Labor Day: Observed 9/4/23	Christmas: 12/25/23
Memorial Day: Observed 5/29/23	Indigenous Peoples’ Day (also observed as Columbus Day): Observed 10/9/23	Hours for missed days or agency closings can be made up if done in the same 2-week payroll period as the missed days, including snow days.

*** You will be paid for the holiday for your regular number of hours if the holiday falls on your regularly scheduled work/training day. If you do not regularly work on the day of the holiday, you will not be paid for the holiday.**

IMPORTANT INFORMATION ABOUT YOUR TIMESHEETS!
Late or inaccurate timesheets may result in you not being paid on time.

REMINDER:
You will be paid your regular number of hours for the holiday, only IF the holiday falls on your regular work/training day.

REQUIRED DISCLOSURES:

This Senior Community Service Employment Program is funded by the US Department of Labor as an award totaling \$5,958,297 including a MA Executive Office of Elder Affairs sub-grant. Grants are matched with \$595,829 nonfederal support.

Operation ABLE SCSEP is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities; Video relay calls welcome.