

## 2016 AAPD Bi-Weekly Payroll Schedule

- The work week is Sunday through Saturday. Claims must be submitted Sunday -Saturday

Month	Billing service Period Dates	Claims due to HP NO LATER THAN	Checks Deposited
January	12/13/15 - 12/26/15	Thu, 12/31/15	Fri, 1/8/16
	12/27/15 - 1/9/16	Thu, 1/14/16	Fri, 1/22/16
February	1/10/16 - 1/23/16	Thu, 1/28/16	Fri, 2/5/16
	1/24/16 - 2/6/16	Thu, 2/11/16	Fri, 2/19/16
March	2/7/16 - 2/20/16	Thu, 2/25/16	Fri, 3/4/16
	2/21/16 - 3/5/16	Thu, 3/10/16	Fri, 3/18/16
April	3/6/16 - 3/19/16	Thu, 3/24/16	Fri, 4/1/16
	3/20/16 - 4/2/16	Thu, 4/7/16	Fri, 4/15/16
May	4/3/16 - 4/16/16	Thu, 4/21/16	Fri, 4/29/16
	4/17/16 - 4/30/16	Thu, 5/5/16	Fri, 5/13/16
June	5/1/16 - 5/14/16	Thu, 5/19/16	Fri, 5/27/16
	5/15/16 - 5/28/16	Thu, 6/2/16	Fri, 6/10/16
July	5/29/16 - 6/11/16	Thu, 6/16/16	Fri, 6/24/16
	6/12/16 - 6/25/16	Thu, 6/30/16	Fri, 7/8/16
August	6/26/16 - 7/9/16	Thu, 7/14/16	Fri, 7/22/16
	7/10/16 - 7/23/16	Thu, 7/28/16	Fri, 8/5/16
September	7/24/16 - 8/6/16	Thu, 8/11/16	Fri, 8/19/16
	8/7/16 - 8/20/16	Thu, 8/25/16	Fri, 9/2/16
October	8/21/16 - 9/3/16	Thu, 9/8/16	Fri, 9/16/16
	9/4/16 - 9/17/16	Thu, 9/22/16	Fri, 9/30/16
November	9/18/16 - 10/1/16	Thu, 10/6/16	Fri, 10/14/16
	10/2/16 - 10/15/16	Thu, 10/20/16	Fri, 10/28/16
December	10/16/16 - 10/29/16	Thu, 11/3/16	Fri, 11/11/16
	10/30/16 - 11/12/16	Thu, 11/17/16	Fri, 11/25/16
December	11/13/16 - 11/26/16	Thu, 12/1/16	Fri, 12/9/16
	11/27/16 - 12/10/16	Thu, 12/15/16	Fri, 12/23/16
December	12/11/16 - 12/24/16	Thu, 12/29/16	Fri, 1/6/17
	12/25/16 - 1/7/17	Thu, 1/12/17	Fri, 1/20/17

You cannot submit claim forms for more than 40 hours per week: maximum of 8 hours per day/one client per day. A client's Plan of Care may allow 56 service hours per week; however, one attendant provider can only submit claims for 40 hours per week. Another attendant or agency provider can be selected by the client for approved hours beyond 40 hours per week.

For Questions concerning:

Timesheets, claim forms and electronic billing call HP @ 501-376-2211 or 800-457-4454

Direct deposits or missing checks call Palco @ 501-604-9936 or 866-710-0456

Paychecks on hold call DHS/DAAS 501-682-2441 or 501-320-6587