

# 2022 PAY PERIOD, RECORD OF CARES (ROC) DUE & PAY DATE SCHEDULE

## ROC ARE DUE EVERY WEEK by:

1.) **Placing** your weekly ROC in the green dropbox no later than **each TUESDAY** by 10:30 AM, (*1st preferred submission method when possible*) OR

**NOTE THAT: ROCs placed in the GREEN BOX after 10:30 am Tuesday will be LATE.**

2.) **Mailing** your weekly ROC to: PO BOX 8100, Madison, WI 53708-8100 (*this method of submission is not recommended*)

**If you mail, MAIL ONLY** to: Community Living Alliance, P.O. Box 8100, Madison, WI 53708-8100.

**If you opt to mail, MAIL ONLY:** from a Post Office building or blue postal box, we **strongly** recommend you mail your ROC after your last shift each week. ROCs must be postmarked by Monday (Saturday if Monday is a Postal Holiday\*). Check the pick up date & time at the Post Office drop box you are using. ROCs not received by due date because of incorrect mailing address will be considered late.

Your first payment for ROC submitted will be in the form of a check. We will send information to your bank to verify all your account information before processing your first direct deposit. Thereafter we will directly deposit your payroll into your bank account.

**PLEASE** contact your POSTAL CARRIER if you do not receive your check. We will not begin the process of replacing a paycheck for 12 days after the check issue date.

PAY PERIOD				DD's Posted	
START DATE		END DATE		*Manual PayCheck Mail Date	
SUN	12/12/2021	SAT	12/25/2021	FRIDAY	1/7/2022
SUN	12/26/2021	SAT	1/8/2022	FRIDAY	1/21/2022
SUN	1/9/2022	SAT	1/22/2022	FRIDAY	2/4/2022
SUN	1/23/2022	SAT	2/5/2022	FRIDAY	2/18/2022
SUN	2/6/2022	SAT	2/19/2022	FRIDAY	3/4/2022
SUN	2/20/2022	SAT	3/5/2022	FRIDAY	3/18/2022
SUN	3/6/2022	SAT	3/19/2022	FRIDAY	4/1/2022
SUN	3/20/2022	SAT	4/2/2022	FRIDAY	4/15/2022
SUN	4/3/2022	SAT	4/16/2022	FRIDAY	4/29/2022
SUN	4/17/2022	SAT	4/30/2022	FRIDAY	5/13/2022
SUN	5/1/2022	SAT	5/14/2022	FRIDAY	5/27/2022
SUN	5/15/2022	SAT	5/28/2022	FRIDAY	6/10/2022
SUN	5/29/2022	SAT	6/11/2022	FRIDAY	6/24/2022
SUN	6/12/2022	SAT	6/25/2022	FRIDAY	7/8/2022
SUN	6/26/2022	SAT	7/9/2022	FRIDAY	7/22/2022
SUN	7/10/2022	SAT	7/23/2022	FRIDAY	8/5/2022
SUN	7/24/2022	SAT	8/6/2022	FRIDAY	8/19/2022
SUN	8/7/2022	SAT	8/20/2022	FRIDAY	9/2/2022
SUN	8/21/2022	SAT	9/3/2022	FRIDAY	9/16/2022
SUN	9/4/2022	SAT	9/17/2022	FRIDAY	9/30/2022
SUN	9/18/2022	SAT	10/1/2022	FRIDAY	10/14/2022
SUN	10/2/2022	SAT	10/15/2022	FRIDAY	10/28/2022
SUN	10/16/2022	SAT	10/29/2022	FRIDAY	11/11/2022
SUN	10/30/2022	SAT	11/12/2022	FRIDAY	11/25/2022
SUN	11/13/2022	SAT	11/26/2022	FRIDAY	12/9/2022
SUN	11/27/2022	SAT	12/10/2022	FRIDAY	12/23/2022
SUN	12/11/2022	SAT	12/24/2022	FRIDAY	1/6/2023
SUN	12/25/2022	SAT	1/7/2023	FRIDAY	1/20/2023

\*Below are postal holidays, if you mail your ROC, please make sure your ROC/timesheet is mailed no later than Saturday to assure timely delivery.

Post Office Closed		Mail timesheet by	
Saturday	1/1/2022	Friday	12/30/2021
Monday	1/17/2022	Saturday	1/15/2022
Monday	2/14/2022	Saturday	2/12/2022
Monday	5/30/2022	Saturday	5/28/2022
Monday	7/4/2022	Saturday	7/2/2022
Monday	9/5/2022	Saturday	9/3/2022
Monday	10/10/2021	Saturday	10/8/2021

The following are days that CLA offices are closed for business, please place your ROC in the green dropbox.

CLA offices closed		
Friday	12/31/2021	← No Staff in Building, place ROC in Greenbox
Monday	1/3/2022	← No Staff in Building, place ROC in Greenbox
Monday	1/17/2022	← No Staff in Building, place ROC in Greenbox
Monday	5/30/2022	← No Staff in Building, place ROC in Greenbox
Monday	7/4/2022	← No Staff in Building, place ROC in Greenbox
Monday	9/5/2022	← No Staff in Building, place ROC in Greenbox
Thursday	11/24/2022	← No Staff in Building, place ROC in Greenbox
Friday	11/25/2022	← No Staff in Building, place ROC in Greenbox
Friday	12/23/2022	← No Staff in Building, place ROC in Greenbox
Monday	12/26/2022	← No Staff in Building, place ROC in Greenbox
Friday	12/30/2022	← No Staff in Building, place ROC in Greenbox