



- Time must be recorded **LIVE** and through the **EVVIE APP** only.
- You must clock **IN** and **OUT** of **EACH SHIFT**.
- If you work more than one service code, you must clock OUT before beginning the next service code.
- All shifts must be **APPROVE LOCKED** by the Participant/Representative.
- If an adjustment was made by the Participant/Representative you must **APPROVE LOCK** that shift.
- All timesheets must be received by the deadline below.
- Mileage log must be sent to the Participant/Representative for approval.
- Approved Mileage log must be sent to SequoiaSD for processing by the Participant/Representative
- Any shift not **APPROVE LOCKED**, will not transmit over to FMS and will not be paid until this is completed.

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Payment/EFT Sent
P1	12/16/2024	12/31/2024	01/03/2025	01/10/2025
P2	01/01/2025	01/15/2025	01/18/2025	01/24/2025
P3	01/16/2025	01/31/2025	02/03/2025	02/10/2025
P4	02/01/2025	02/15/2025	02/18/2025	02/25/2025
P5	02/16/2025	02/28/2025	03/03/2025	03/10/2025
P6	03/01/2025	03/15/2025	03/18/2025	03/25/2025
P7	03/16/2025	03/31/2025	04/03/2025	04/10/2025
P8	04/01/2025	04/15/2025	04/18/2025	04/25/2025
P9	04/16/2025	04/30/2025	05/03/2025	05/09/2025
P10	05/01/2025	05/15/2025	05/18/2025	05/23/2025
P11	05/16/2025	05/31/2025	06/03/2025	06/10/2025
P12	06/01/2025	06/15/2025	06/18/2025	06/25/2025
P13	06/16/2025	06/30/2025	07/03/2025	07/10/2025
P14	07/01/2025	07/15/2025	07/18/2025	07/25/2025
P15	07/16/2025	07/31/2025	08/03/2025	08/08/2025
P16	08/01/2025	08/15/2025	08/18/2025	08/25/2025
P17	08/16/2025	08/31/2025	09/03/2025	09/10/2025
P18	09/01/2025	09/15/2025	09/18/2025	09/25/2025
P19	09/16/2025	09/30/2025	10/03/2025	10/10/2025
P20	10/01/2025	10/15/2025	10/18/2025	10/24/2025
P21	10/16/2025	10/31/2025	11/03/2025	11/10/2025
P22	11/01/2025	11/15/2025	11/18/2025	11/25/2025
P23	11/16/2025	11/30/2025	12/03/2025	12/10/2025
P24	12/01/2025	12/15/2025	12/18/2025	12/24/2025
2026				
P1	12/16/2025	12/31/2025	01/03/2026	01/09/2026