



- 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	12/16/2025	12/31/2025	01/03/2026	01/10/2026
P2	01/01/2026	01/15/2026	01/18/2026	01/24/2026
P3	01/16/2026	01/31/2026	02/03/2026	02/10/2026
P4	02/01/2026	02/15/2026	02/18/2026	02/25/2026
P5	02/16/2026	02/28/2026	03/03/2026	03/10/2026
P6	03/01/2026	03/15/2026	03/18/2026	03/25/2026
P7	03/16/2026	03/31/2026	04/03/2026	04/10/2026
P8	04/01/2026	04/15/2026	04/18/2026	04/25/2026
P9	04/16/2026	04/30/2026	05/03/2026	05/09/2026
P10	05/01/2026	05/15/2026	05/18/2026	05/23/2026
P11	05/16/2026	05/31/2026	06/03/2026	06/10/2026
P12	06/01/2026	06/15/2026	06/18/2026	06/25/2026
P13	06/16/2026	06/30/2026	07/03/2026	07/10/2026
P14	07/01/2026	07/15/2026	07/18/2026	07/25/2026
P15	07/16/2026	07/31/2026	08/03/2026	08/08/2026
P16	08/01/2026	08/15/2026	08/18/2026	08/25/2026
P17	08/16/2026	08/31/2026	09/03/2026	09/10/2026
P18	09/01/2026	09/15/2026	09/18/2026	09/25/2026
P19	09/16/2026	09/30/2026	10/03/2026	10/10/2026
P20	10/01/2026	10/15/2026	10/18/2026	10/24/2026
P21	10/16/2026	10/31/2026	11/03/2026	11/10/2026
P22	11/01/2026	11/15/2026	11/18/2026	11/25/2026
P23	11/16/2026	11/30/2026	12/03/2026	12/10/2026
P24	12/01/2026	12/15/2026	12/18/2026	12/24/2026
2026				
P1	12/16/2026	12/31/2026	01/03/2027	01/09/2027