



December 29<sup>th</sup>, 2016

Please be advised that **Time / Service Sheets and Invoices are due at the KMS office no later than Mondays by 5:00pm** for hours worked the previous week. Due to the increased volume of Time / Service Sheets and Invoices received on a weekly basis, effective January 1<sup>st</sup>, 2017 late submissions, whether received by email or personal drop off will be held until the following week for processing. There will be a strict adherence to the designated deadlines. **No Exceptions.**

I am attaching a copy of the Pay Period Schedule for 2017 so that you are aware of the exact deadline for the service dates that you are submitting.

Please note the following **holiday drop off dates** due to holiday that fall on a Monday in 2017:

<b>Holiday Observed</b>	<b>Extended Deadline</b>
New Year's – January 2 <sup>nd</sup> , 2017	Tuesday, January 3 <sup>rd</sup> , 2017
MLK Day – January 16 <sup>th</sup>	Tuesday, January 17 <sup>th</sup>
Presidents Day – February 20 <sup>th</sup>	Tuesday, February 21 <sup>st</sup>
Memorial Day – May 29 <sup>th</sup>	Tuesday, May 30 <sup>th</sup>
Labor Day – September 4 <sup>th</sup>	Tuesday, September 5 <sup>th</sup>
Christmas – December 25 <sup>th</sup>	Tuesday, December 26 <sup>th</sup>
New Years – January 1 <sup>st</sup> , 2018	Tuesday, January 2 <sup>nd</sup> , 2018

Several points to remember:

- ✓ KMS will no longer accept faxed copies of Time / Service Sheets and Invoices effective January 1<sup>st</sup>, 2017
- ✓ Confirmation of hours worked or receipt of Time / Service Sheets and Invoices will not be given due to weekly volume. Be sure you keep your own time records.
- ✓ Time / Service Sheets and Invoices that are embedded in the email and not as an attachment cannot be accepted or processed.
- ✓ Any incomplete Time / Service Sheets and Invoices will not be processed and you will be required to physically come into the KMS office to make necessary corrections.
- ✓ All payroll related questions should be addressed to Gina Klinke at [gklinke@comhar.org](mailto:gklinke@comhar.org)
- ✓ Any letter requests or forms to be completed must come directly from the requesting agency. Requests may be sent directly to [gklinke@comhar.org](mailto:gklinke@comhar.org) and will be addressed within 3-5 working days.