



California Self Determination Payroll Change Form

Managing Parties must complete this form prior to any employee payroll changes. Once completed submit all forms to the Mains'l Services Support Specialist your assigned to.

Employee/Participant Information:

Employee Name: _____ Employee #: _____
Participant Name: _____ Mains'l ID: _____

Payroll Information:

Wage Adjustments:

Effective Date: _____	Effective Date: _____
New Hourly Pay Rate: _____	New Hourly Pay Rate: _____
Service Code: _____	Service Code: _____
Navigation Plus Code: _____	Navigation Plus Code: _____

Position Additions:

Effective Date: _____	Effective Date: _____
New Service Code: _____	New Service Code: _____
New Hourly Rate: _____	New Hourly Rate: _____
Navigation Plus Code: _____	Navigation Plus Code: _____

Payroll Changes must be submitted to the Support Specialist prior to the start of a new pay period, see attached payroll calendar

Mains'l Services Staff Use:

Support Specialist Notes :

Managing Party Signature: _____ Date: _____

Mains'l Services Support Specialist Reviewing: _____ Date: _____



Mains'l California FMS 2026 Payroll Calendar

	Pay Periods		Approved Timesheets Due to Mains'l by 11:59pm	Pay Dates
1	12/14/25	to 12/27/25	12/28/25	01/02/26
2	12/28/25	to 01/10/26	01/11/26	01/16/26
3	01/11/26	to 01/24/26	01/25/26	01/30/26
4	01/25/26	to 02/07/26	02/08/26	02/13/26
5	02/08/26	to 02/21/26	02/22/26	02/27/26
6	02/22/26	to 03/07/26	03/08/26	03/13/26
7	03/08/26	to 03/21/26	03/22/26	03/27/26
8	03/22/26	to 04/04/26	04/05/26	04/10/26
9	04/05/26	to 04/18/26	04/19/26	04/24/26
10	04/19/26	to 05/02/26	05/03/26	05/08/26
11	05/03/26	to 05/16/26	05/17/26	05/22/26
12	05/17/26	to 05/30/26	05/31/26	06/05/26
13	05/31/26	to 06/13/26	06/14/26	06/18/26
14	06/14/26	to 06/27/26	06/28/26	07/02/26
15	06/28/26	to 07/11/26	07/12/26	07/17/26
16	07/12/26	to 07/25/26	07/26/26	07/31/26
17	07/26/26	to 08/08/26	08/09/26	08/14/26
18	08/09/26	to 08/22/26	08/23/26	08/28/26
19	08/23/26	to 09/05/26	09/06/26	09/11/26
20	09/06/26	to 09/19/26	09/20/26	09/25/26
21	09/20/26	to 10/03/26	10/04/26	10/09/26
22	10/04/26	to 10/17/26	10/18/26	10/23/26
23	10/18/26	to 10/31/26	11/01/26	11/06/26
24	11/01/26	to 11/14/26	11/15/26	11/20/26
25	11/15/26	to 11/28/26	11/29/26	12/04/26
26	11/29/26	to 12/12/26	12/13/26	12/18/26
27	12/13/26	to 12/26/26	12/27/26	12/31/26

*office closed in observance to Juneteenth, June 19

*office closed in observance on July 3 for July 4th

*office closed in observance New Year for January 1

2027 Payroll Calendar

1	12/27/26	to 01/09/27	01/10/27	01/15/27
2	01/10/27	to 01/23/27	01/24/27	01/29/27

To ensure timesheets are paid on the dates listed, timesheets must be approved by the employer and submitted to Mains'l by 5pm on the due date. **Timesheets should be entered each day as the employee works.**