



CORRECTED PAY SCHEDULE — FISCAL YEAR 2017

PLEASE NOTE —

- All sheets **must** have a signature of both the consumer and the worker.
- **All workers must be current with their training certifications in order to be paid.**
- For all invoices other than EOR payroll we will attempt to process by this date, but we have up to **30 days** from receipt by The Arc staff to pay.
- Paper checks are **only** issued on the final pay date of each month.
- All timesheets **must** include a pay rate in the indicated section.
- Please do not call the office to confirm receipt – due to the high volume of sheets we cannot confirm.
- **TIMESHEETS THAT ARE RECEIVED MORE THAN 48 HOURS LATE WILL BE PAID THE NEXT PAY DATE! NO EXCEPTIONS!**

TIMESHEET DUE BY 9 a.m. ON	PAY PERIOD	PAY DATE
(Monday)	(Saturday - Friday)	(Friday)
September 19, 2016	9/3/16-9/16/16	9/30/16
October 3, 2016	9/17/16-9/30/16	10/14/16
October 17, 2016	10/1/16-10/14/16	10/28/16
October 31, 2016	10/15/16-10/28/16	11/11/16
November 14, 2016	10/29/16-11/11/16	11/25/16
November 28, 2016	11/12/16-11/25/16	12/9/16
December 12, 2016	11/26/16-12/9/16	12/23/16
December 26, 2016	12/10/16-12/23/16	1/6/17
January 9, 2017	12/24/16-1/6/17	1/20/17
January 23, 2017	1/7/17-1/20/17	2/3/17
February 6, 2017	1/21/17-2/3/17	2/17/17
February 20, 2017	2/4/17-2/17/17	3/3/17
March 6, 2017	2/18/17-3/3/17	3/17/17
March 20, 2017	3/4/17-3/17/17	3/31/17
April 3, 2017	3/18/17-3/31/17	4/14/17
April 17, 2017	4/1/17-4/14/17	4/28/17
May 1, 2017	4/15/17-4/28/17	5/12/17
May 15, 2017	4/29/17-5/12/17	5/26/17
May 29, 2017	5/13/17-5/26/17	6/9/17
June 12, 2017	5/27/17-6/9/17	6/23/17
June 26, 2017	6/10/17-6/23/17	7/7/17
July 10, 2017	6/24/17-7/7/17	7/21/17
July 24, 2017	7/8/17-7/21/17	8/4/17
August 7, 2017	7/22/17-8/4/17	8/18/17
August 21, 2017	8/5/17-8/18/17	9/1/17
September 4, 2017	8/19/17-9/1/17	9/15/17
September 18, 2017	9/2/17-9/15/17	9/29/17
October 2, 2017	9/16/17-9/29/17	10/13/17

PLEASE FAX TO (248) 816-3340 OR EMAIL TO fitimesheet@thearcoakland.org