

PAY SCHEDULE — FISCAL YEAR 2018

PLEASE NOTE —

- All sheets **must** have a signature of both the consumer and the worker.
- **All workers must be current with their training certifications on the day they delivered the service 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 AFTER 5 PM ON MONDAY WILL BE PAID THE NEXT PAY DATE!
NO EXCEPTIONS!

TIMESHEET DUE BY 9 AM ON	PAY PERIOD	PAY DATE
MONDAY	Saturday - Friday	FRIDAY
September 4, 2017	08/19/17-09/01/17	09/15/17
September 18, 2017	09/02/17-09/15/17	09/29/17
October 2, 2017	09/16/17-09/29/17	10/13/17
October 16, 2017	09/30/17-10/13/17	10/27/17
October 30, 2017	10/14/17-10/27/17	11/10/17
November 13, 2017	10/28/17-11/10/17	11/24/17
November 27, 2017	11/11/17-11/24/17	12/08/17
December 11, 2017	11/25/17-12/08/17	12/22/17
December 26, 2017	12/09/17-12/22/17	01/05/18
January 08, 2018	12/23/17-01/05/18	01/19/18
January 22, 2018	01/06/18-01/19/18	02/02/18
February 5, 2018	01/20/18-02/02/18	02/16/18
February 19, 2018	02/03/18-02/16/18	03/02/18
March 5, 2018	02/17/18-03/02/18	03/16/18
March 19, 2018	03/03/18-03/16/18	03/30/18
April 2, 2018	03/17/18-03/30/18	04/13/18
April 16, 2018	03/31/18-04/13/18	04/27/18
April 30, 2018	04/14/18-04/27/18	05/11/18
May 14, 2018	04/28/18-05/11/18	05/25/18
May 28, 2018	05/12/18-05/25/18	06/08/18
June 11, 2018	05/26/18-06/08/18	06/22/18
June 25, 2018	06/09/18-06/22/18	07/06/18
July 9, 2018	06/23/18-07/06/18	07/20/18
July 23, 2018	07/07/18-07/20/18	08/03/18
August 6, 2018	07/21/18-08/03/18	08/17/18
August 20, 2018	08/04/18-08/17/18	08/31/18
September 3, 2018	08/18/18-08/31/18	09/14/18

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