

PAY SCHEDULE — FISCAL YEAR 2019

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 A.M. ON	PAY PERIOD	PAY DATE
MONDAY	Saturday - Friday	FRIDAY
September 3, 2018	8/18/18-8/31/18	9/14/2018
September 17, 2018	9/1/18-9/14/18	9/28/2018
October 1, 2018	9/15/18-9/28/18	10/12/2018
October 15, 2018	9/29/18-10/12/18	10/26/2018
October 29, 2018	10/13/18-10/26/18	11/9/2018
November 12, 2018	10/27/18-11/9/18	11/23/2018
November 26, 2018	11/10/18-11/23/18	12/7/2018
December 10, 2018	11/24/18-12/7/18	12/21/2018
December 24, 2018	12/8/18-12/21/18	1/4/2019
January 7, 2019	12/22/18-1/4/19	1/18/2019
January 21, 2019	1/5/19-1/18/19	2/1/2019
February 4, 2019	1/19/19-2/1/19	2/15/2019
February 18, 2019	2/2/19-2/15/19	3/1/2019
March 4, 2019	2/16/19-3/1/19	3/15/2019
March 18, 2019	3/2/19-3/15/19	3/29/2019
April 1, 2019	3/16/19-3/29/19	4/12/2019
April 15, 2019	3/30/19-4/12/19	4/26/2019
April 29, 2019	4/13/19-4/26/19	5/10/2019
May 13, 2019	4/27/19-5/10/19	5/24/2019
May 27, 2019	5/11/19-5/24/19	6/7/2019
June 10, 2019	5/25/19-6/7/19	6/21/2019
June 24, 2019	6/8/19-6/21/19	7/5/2019
July 8, 2019	6/22/19-7/5/19	7/19/2019
July 22, 2019	7/6/19-7/19/19	8/2/2019
August 5, 2019	7/20/19-8/2/19	8/16/2019
August 19, 2019	8/3/19-8/16/19	8/30/2019
September 2, 2019	8/17/19-8/30/19	9/13/2019

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