

**THE ARC OF OAKLAND COUNTY**

**Pay period schedule January 16, 2010 through November 06, 2010**

**THIS IS FOR PAYROLL TIME SHEETS ONLY**

**All time sheets must have the date of service and times, hours worked, rate of pay, and type of service provided must be completed. In Addition, Friends and Family Respite per-diems must indicate whether the service was provided "IN/Home" or "OUT/Home". IF THIS INFORMATION IS NOT FILLED OUT CORRECTLY, TIMESHEETS WILL BE RETURNED FOR CORRECTIONS, WHICH COULD CAUSE DELAY OF PAYMENT.**

**Signature of both Employer and the Employee must be signed on each time sheet.**

**ALL EMPLOYEES MUST BE CURRENT WITH THEIR TRAINING CERTIFICATIONS IN ORDER TO BE PAID BY MEDICAID FUNDS.**

**THIS SCHEDULE IS FOR PAYROLL TIME SHEETS ONLY. ALL OTHER INVOICES INCLUDING MILEAGE WILL BE PAID NO LATER THAN 30 DAYS FROM RECEIPT IN THE ARC OFFICE.**

<b><u>TIME SHEETS DUE AT 9AM</u></b>	<b><u>PAY PERIOD</u></b>	<b><u>PAY DATE</u></b>
Feb 01, 2010	01-16-10 thru 01-29-10	02-12-10
Feb 15, 2010	01-30-10 thru 02-12-10	02-26-10
March 01, 2010	02-13-10 thru 02-26-10	03-12-10
March 15, 2010	02-27-10 thru 03-12-10	03-26-10
March 29, 2010	03-13-10 thru 03-26-10	04-09-10
April 12, 2010	03-27-10 thru 04-09-10	04-23-10
April 26, 2010	04-10-10 thru 04-23-10	05-07-10
May 10, 2010	04-24-10 thru 05-07-10	05-21-10
May 24, 2010	05-08-10 thru 05-21-10	06-04-10
June 07, 2010	05-22-10 thru 06-04-10	06-18-10
June 21, 2010	06-05-10 thru 06-18-10	07-02-10
July 05, 2010	06-19-10 thru 07-02-10	07-16-10
July 19, 2010	07-03-10 thru 07-16-10	07-30-10
August 02, 2010	07-17-10 thru 07-30-10	08-13-10
August 16, 2010	07-31-10 thru 08-13-10	08-27-10
August 30, 2010	08-14-10 thru 08-27-10	09-10-10
September 13, 2010	08-28-10 thru 09-10-10	09-24-10
September 27, 2010	09-11-10 thru 09-24-10	10-08-10
October 11, 2010	09-25-10 thru 10-08-10	10-22-10
October 25, 2010	10-09-10 thru 10-22-10	11-05-10
November 08, 2010	10-23-10 thru 11-05-10	11-19-10
November 22, 2010	11-06-10 thru 11-19-10	12-03-10