

PAY SCHEDULE — FISCAL YEAR 2022

PLEASE NOTE —

- All sheets **must** have a signature of both the consumer and the employee.
- **All employees 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 9 AM 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
October 4, 2021	9/18 - 9/30/2021	October 15, 2021
October 18, 2021	10/01 - 10/15/2021	October 29, 2021
November 1, 2021	10/16 - 10/29/2021	November 12, 2021
November 15, 2021	10/30 - 11/12/2021	November 26, 2021
November 29, 2021	11/13 - 11/26/2021	December 10, 2021
December 13, 2021	11/27 - 12/10/2021	December 24, 2021
December 27, 2021	12/11 - 12/24/2021	January 7, 2022
January 10, 2022	12/25 - 1/07/2022	January 21, 2022
January 24, 2022	1/08 - 1/21/2022	February 4, 2022
February 7, 2022	1/22 - 2/04/2022	February 18, 2022
February 21, 2022	2/05 - 2/18/2022	March 4, 2022
March 7, 2022	2/19 - 3/04/2022	March 18, 2022
March 21, 2022	3/5 - 3/18/2022	April 1, 2022
April 4, 2022	3/19 - 4/01/2022	April 15, 2022
April 18, 2022	4/02 - 4/15/2022	April 29, 2022
May 2, 2022	4/16 - 4/29/2022	May 13, 2022
May 16, 2022	4/30 - 5/13/2022	May 27, 2022
May 30, 2022	5/14 - 5/27/2022	June 10, 2022
June 13, 2022	5/28 - 6/10/2022	June 24, 2022
June 27, 2022	6/11 - 6/24/2022	July 8, 2022
July 11, 2022	6/25 - 7/08/2022	July 22, 2022
July 25, 2022	7/09 - 7/22/2022	August 5, 2022
August 8, 2022	7/23 - 8/05/2022	August 19, 2022
August 22, 2022	8/06 - 8/19/2022	September 2, 2022
September 5, 2022	8/20 - 9/02/2022	September 16, 2022
September 19, 2022	9/03 - 9/16/2022	September 30, 2022
October 3, 2022	9/17 - 9/30/2022	October 14, 2022

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