

PAY SCHEDULE – FISCAL YEAR 2023

PLEASE NOTE —

- Timesheets must be completed in full to be processed for payment, including a Pay Rate and BOTH Employee and Employee Signatures.
- CLS Logs must be submitted with timesheets to be processed for payment.
- Timesheets must be submitted every two weeks according to the Pay Schedule. We are unable to process claims older than 30 days.
- Medicaid requires all employees be current in required trainings on the date a service is provided in order to be paid for that service.
- Timesheets received after the 9am deadline are considered LATE and will be processed with the following Pay Period. No exceptions.

Timesheets Due BY 9am MONDAY	Two Week PAY PERIOD Saturday - Friday	PAY DATE FRIDAY
October 3, 2022	9/17 - 9/30/2022	October 14, 2022
October 17, 2022	10/01 - 10/14/2022	October 28, 2022
October 31, 2022	10/15 - 10/28/2022	November 11, 2022
November 14, 2022	10/29 - 11/11/2022	November 25, 2022
November 28, 2022	11/12 - 11/25/2022	December 9, 2022
December 12, 2022	11/26 - 12/09/2022	December 23, 2022
December 26, 2022	12/10 - 12/23/2022	January 6, 2023
January 9, 2023	12/24 - 1/06/2023	January 20, 2023
January 23, 2023	1/07 - 1/20/2023	February 3, 2023
February 6, 2023	1/21 - 2/03/2023	February 17, 2023
February 20, 2023	2/04 - 2/17/2023	March 3, 2023
March 6, 2023	2/18 - 3/03/2023	March 17, 2023
March 20, 2023	3/04 - 3/17/2023	March 31, 2023
April 3, 2023	3/18 - 3/31/2023	April 14, 2023
April 17, 2023	4/01 - 4/14/2023	April 28, 2023
May 1, 2023	4/15 - 4/28/2023	May 12, 2023
May 15, 2023	4/29 - 5/12/2023	May 26, 2023
May 29, 2023	5/13 - 5/26/2023	June 9, 2023
June 12, 2023	5/27 - 6/09/2023	June 23, 2023
June 26, 2023	6/10 - 6/23/2023	July 7, 2023
July 10, 2023	6/24 - 7/07/2023	July 21, 2023
July 24, 2023	7/08 - 7/21/2023	August 4, 2023
August 7, 2023	7/22 - 8/04/2023	August 18, 2023
August 21, 2023	8/5 - 8/18/2023	September 1, 2023
September 4, 2023	8/19 - 9/01/2023	September 15, 2023
September 18, 2023	9/2 - 9/15/2023	September 29, 2023
October 2, 2023	9/16 - 9/30/2023	October 13, 2023

PLEASE SUBMIT VIA FAX # 248-816-3340 OR EMAIL fitimesheet@thearcoakland.org