



# PAY SCHEDULE – FISCAL YEAR 2024

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. Respite Notes must be included on the timesheet.
- 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 to be current in required trainings on the date a service is provided 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.

PLEASE SUBMIT VIA EMAIL [fitimesheet@thearcoakland.org](mailto:fitimesheet@thearcoakland.org) OR FAX # 248-816-3340

Timesheets Due BY 9am MONDAY	Two Week PAY PERIOD Saturday - Friday	PAY DATE FRIDAY
October 2, 2023	Any Remaining September 2023! *	October 13, 2023
October 16, 2023	10/1 - 10-13/2023	October 27, 2023
October 30, 2023	10/14 - 10/27/2023	November 10, 2023
November 13, 2023	10/28 - 11/10/2023	November 24, 2023
November 27, 2023	11/11 - 11/24/2023	December 8, 2023
December 11, 2023	11/25 - 12/8/2023	December 22, 2023
December 25, 2023	12/9 - 12/22/2023	January 5, 2024
January 8, 2024	12/23 - 1/5/2024	January 19, 2024
January 22, 2024	1/6 - 1/19/2024	February 2, 2024
February 5, 2024	1/20 - 2/2/2024	February 16, 2024
February 19, 2024	2/3 - 2/16/2024	March 1, 2024
March 4, 2024	2/17 - 3/1/2024	March 15, 2024
March 18, 2024	3/2 - 3/15/2024	March 29, 2024
April 1, 2024	3/16 - 3/29/2024	April 12, 2024
April 15, 2024	3/30 - 4/12/2024	April 26, 2024
April 29, 2024	4/13 - 4/26/2024	May 10, 2024
May 13, 2024	4/27 - 5/10/2024	May 24, 2024
May 27, 2024	5/11 - 5/24/2024	June 7, 2024
June 10, 2024	5/25 - 6/7/2024	June 21, 2024
June 24, 2024	6/8 - 6/21/2024	July 5, 2024
July 8, 2024	6/22 - 7/5/2024	July 19, 2024
July 22, 2024	7/6 - 7/19/2024	August 2, 2024
August 5, 2024	7/20 - 8/2/2024	August 16, 2024
August 19, 2024	8/3 - 8/16/2024	August 30, 2024
September 2, 2024	8/17 - 8/30/2024	September 13, 2024
September 16, 2024	8/31 - 9/13/2024	September 27, 2024
September 30, 2024	9/14 - 9/27/2024	October 11, 2024

**\*September has a shorter processing period because of Easterseals MORC's Fiscal Year End.**

**ALL September dates of service must be submitted to us by the first week of October. No Exceptions.**