

REVISED PAY SCHEDULE — FISCAL YEAR 2021

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 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 5, 2020	9/19 – 9/30/2020	October 16, 2020
October 19, 2020	10/01 - 10/16/2020	October 30, 2020
November 2, 2020	10/17 - 10/30/2020	November 13, 2020
November 16, 2020	10/31 - 11/13/2020	November 27, 2020
November 30, 2020	11/14 - 11/27/2020	December 11, 2020
December 14, 2020	11/28 - 12/11/2020	December 25, 2020
December 28, 2020	12/12 - 12/25/2020	January 8, 2021
January 11, 2021	12/26 - 1/08/2021	January 22, 2021
January 25, 2021	1/09 - 1/22/2021	February 5, 2021
February 8, 2021	1/23 - 2/05/2021	February 19, 2021
February 22, 2021	02/06 - 2/19/2021	March 5, 2021
March 8, 2021	2/20 - 3/05/2021	March 19, 2021
March 22, 2021	03/06 - 3/19/2021	April 2, 2021
April 5, 2021	3/20 - 4/02/2021	April 16, 2021
April 19, 2021	04/03 - 4/16/2021	April 30, 2021
May 3, 2021	4/17 - 4/30/2021	May 14, 2021
May 17, 2021	5/1 - 5/14/2021	May 28, 2021
May 31, 2021	5/15 - 5/28/2021	June 11, 2021
June 14, 2021	5/29 - 6/11/2021	June 25, 2021
June 28, 2021	6/12 - 6/25/2021	July 9, 2021
July 12, 2021	6/26 - 7/9/2021	July 23, 2021
July 26, 2021	7/10 - 7/23/2021	August 6, 2021
August 9, 2021	7/24 - 8/06/2021	August 20, 2021
August 23, 2021	8/7 - 8/20/2021	September 3, 2021
September 6, 2021	8/21 - 9/03/2021	September 17, 2021
September 20, 2021	9/04 - 9/17/2021	October 1, 2021
October 4, 2021	9/18 – 9/30/2021	October 15, 2021

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