

Arc Northland

2017 PCA Payroll Calendar

Each timesheet runs from Monday—Sunday.

The deadline for turning in timesheets to the Arc office is every other Tuesday.

Timesheet Dates	Timesheets due to Arc office by:	Payday
January 2—January 15	January 17	January 27
January 16—January 29	January 31	February 10
January 30—February 12	February 14	February 24
February 13—February 26	February 28	March 10
February 27—March 12	March 14	March 24
March 13—March 26	March 28	April 7
March 27—April 9	April 11	April 21
April 10—April 23	April 25	May 5
April 24—May 7	May 9	May 19
May 8—May 21	May 23	June 1
May 22—June 4	June 6	June 15
June 5—June 18	June 20	June 29
June 19—July 2	July 5	July 13
July 3—July 16	July 18	July 27
July 17—July 30	August 1	August 10
July 31—August 13	August 15	August 24
August 14—August 27	August 29	September 7
August 28—September 10	September 12	September 21
September 11—September 24	September 26	October 5
September 25—October 8	October 10	October 19
October 9—October 22	October 24	November 2
October 23—November 5	November 7	November 16
November 6—November 19	November 21	November 30
November 20—December 3	December 5	December 14
December 4—December 17	December 19	December 28
December 18—December 31	January 3	January 11

Two individual timesheets are due every other **Tuesday**. Each timesheet runs from Monday-Sunday and covers one week only. **Paydays** are every other **Thursday**.

Timesheets can be emailed, mailed, dropped off or faxed directly to Arc Northland:

TIMESHEETS@ARCNORTHLAND.ORG

**Arc Northland
424 West Superior Street #500
Duluth, MN 55802**

(If you arrive and find the office is locked, please put your timesheets in the secure mailbox outside the door)

**Fax # (218) 726-4732 Phone # (218) 726-4725
Please follow up to make sure faxes are received.**

**All timesheets will be dated as they arrive.
Timesheets turned in after the due date will be held until the following payday.**