

## Arc Northland 2018 PCA Payroll Calendar

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

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

**All timesheets are date-stamped when they are received at the office. Timesheets submitted past the Wednesday deadline will not be processed and paid until the next payday.**

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

**[TIMESHEETS@ARCNORTHLAND.ORG](mailto: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.**