

## Arc Northland 2019 PCA Payroll Calendar

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

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.**