

Arc Northland 2020 PCA Payroll Calendar

Two-week pay periods	Last day to receive timesheets in office	Payday (all dates below are Thursdays)
December 30—January 12	January 15	January 23
January 13—January 26	January 29	February 6
January 27—February 9	February 12	February 20
February 10—February 23	February 26	March 5
February 24—March 8	March 11	March 19
March 9—March 22	March 25	April 2
March 23—April 5	April 8	April 16
April 6—April 19	April 22	April 30
April 20—May 3	May 6	May 14
May 4—May 17	May 20	May 28
May 18—May 31	June 3	June 11
June 1—June 14	June 17	June 25
June 15—June 28	July 1	July 9
June 29—July 12	July 15	July 23
July 13—July 26	July 29	August 6
July 27—August 9	August 12	August 20
August 10—August 23	August 26	September 3
August 24—September 6	September 9	September 17
September 7—September 20	September 23	October 1
September 21—October 4	October 7	October 15
October 5—October 18	October 21	October 29
October 19—November 1	November 4	November 12
November 2—November 15	November 18	November 26
November 16—November 29	December 2	December 10
November 30—December 13	December 16	December 24
December 14—December 27	December 30	January 7
December 28—January 10	January 13	January 21

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

**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.**