

Arc Northland 2021 PCA Payroll Calendar

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

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.**