

Arc Northland 2023 PCA Payroll Calendar

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

- Electronic Visit and Verification (EVV) will be required for all hours worked, starting in early 2023.
- PCA workers who live in the same home as their client or those enrolled in the MN Safe at Home program will continue to submit paper timesheets.
- All EVV times are date-stamped when received. EVV times submitted late will not be processed or paid until the next payday.

Two timesheets (one for each week worked) are due every other Wednesday by midnight. Each timesheet runs from Monday-Sunday and only covers one work week. Timesheets must be emailed, dropped off, or faxed directly to Arc Northland.

Email: Timesheets@arcnorthland.org
Drop Off: Arc Northland, 424 West Superior Street #500, Duluth, MN 55802
Fax #: 218-726-4732
Phone #: 218-726-4725

Please follow up to make sure faxes are received.