

## Arc Northland 2024 PCA Payroll Calendar

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

- Electronic Visit and Verification (EVV) will be required for all hours worked.
- 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](mailto:Timesheets@arcnorthland.org)**

**Drop Off: Arc Northland, 222 East Superior Street #302, Duluth, MN 55802**

**Fax #: 218-726-4732**

**Phone #: 218-726-4725**

If you FAX timesheets, you must follow up to make sure your fax was received.