

## Arc Northland 2025 PCA Payroll Calendar

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

- Electronic Visit and Verification (EVV) will be required for all hours worked.
- PCA workers/clients 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.

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