

## Arc Northland 2010 PCA Payroll Calendar

<b>Timesheet Dates</b>	<b>Timesheets due to Arc office by:</b>	<b>Payday</b>
December 14—December 27	January 1	January 8
December 28—January 10	January 15	January 22
January 11—January 24	January 29	February 5
January 25—February 7	February 12	February 19
February 8—February 21	February 26	March 5
February 22—March 7	March 12	March 19
March 8—March 21	March 26	April 2
March 22—April 4	April 9	April 16
April 5—April 18	April 23	April 30
April 19—May 2	May 7	May 14
May 3—May 16	May 21	May 28
May 17—May 30	June 4	June 11
May 31—June 13	June 18	June 25
June 14—June 27	July 2	July 9
June 28—July 11	July 16	July 23
July 12—July 25	July 30	August 6
July 26—August 8	August 13	August 20
August 9—August 22	August 27	September 3
August 23—September 5	September 10	September 17
September 6—September 19	September 24	October 1
September 20—October 3	October 8	October 15
October 4—October 17	October 22	October 29
October 18—October 31	November 5	November 12
November 1—November 14	November 19	November 26
November 15—November 28	December 3	December 10
November 29—December 12	December 17	December 24
December 13—December 26	December 31	January 7

Two individual timesheets are due every other Friday. Each timesheet runs from Monday-Sunday and covers one week only. Paydays are on the alternating Fridays.

**All timesheets will be dated as they arrive. Any timesheets turned in late will be held until the following payday.**

Timesheets can be faxed in, mailed in, or dropped off at the Arc office. If you arrive and find the office is locked, please put your timesheets in the mailbox outside the door.

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