

Bi- Weekly Payroll Schedule for AWC Employees for 2016-2017

Pay	Pay Period	Date & Time Due	Pay Date	Office Closures
1	July 03, 2016 - July 16, 2016	Monday, 07/18/16 by 2:00pm	Friday, 07/22/16	
2	July 17, 2016 - July 30, 2016	Monday, 08/01/16 by 2:00pm	Friday, 08/05/16	
3	July 31, 2016 - August 13, 2016	Monday, 08/15/16 by 2:00pm	Friday, 08/19/16	
4	August 14, 2016 - August 27, 2016	Monday, 08/29/16 by 2:00pm	Friday, 09/02/16	
5	August 28, 2016- September 10, 2016	Monday, 09/12/16 by 2:00pm	Friday, 09/16/16	Office Closed Monday, 9/5
6	September 11, 2016 - September 24, 2016	Monday, 09/26/15 by 2:00pm	Friday, 09/30/16	
7	September 25, 2016 - October 08, 2016	Monday, 10/10/16 by 2:00pm	Friday, 10/14/16	
8	October 09, 2016 - October 22, 2016	Monday, 10/24/16 by 2:00pm	Friday, 10/28/16	
9	October 23, 2016- November 05, 2016	Monday, 11/7/16 by 2:00pm	Friday, 11/11/16	Office closed Friday, 11/11
10	November 06, 2016 -November 19, 2016	Monday, 11/21/16 by 2:00pm	Friday, 11/25/16	Office closed Thurs & Friday 11/24, 11/25
11	November 20, 2016- December 03, 2016	Monday, 12/5/16 by 2:00pm	Friday, 12/09/16	
12	December 04, 2016 - December 17, 2015	Monday, 12/19/16 by 2:00pm	Friday, 12/23/16	Office closed Friday, 12/23
13	December 18, 2016 - December 31, 2016	Monday, 01/02/17 by 2:00pm	Friday, 01/06/17	Office closed Monday 12/26
14	January 01, 2017 -January 14, 2017	Monday, 01/16/17 by 2:00pm	Friday, 01/20/17	Office closed Monday 1/2
15	January 15, 2017 - January 28, 2017	Monday, 01/30/17 by 2:00pm	Friday, 02/03/17	
16	January 29, 2017 - February 11, 2017	Monday, 02/13/17 by 2:00pm	Friday, 02/17/17	
17	February 12, 2017 - February 25, 2017	Monday, 02/27/17 by 2:00pm	Friday, 03/03/17	Office closed Monday, 2/20
18	February 26, 2017 - March 11, 2017	Monday, 03/13/17 by 2:00pm	Friday, 03/17/17	
19	March 12, 2017 -March 25 2017	Monday, 03/27/17 by 2:00pm	Friday, 03/31/17	
20	March 26, 2017 -April 8, 2017	Monday, 04/10/17 by 2:00pm	Friday, 04/14/17	Office Closed Friday, 4/14
21	April 09, 2017-April 22, 2017	Monday, 04/24/17 by 2:00pm	Friday, 04/28/17	
22	April 23, 2017 - May 06, 2017	Monday, 05/08/17 by 2:00pm	Friday, 05/12/17	
23	May 07, 2017 - May 20, 2017	Monday, 05/22/17 by 2:00pm	Friday, 05/26/17	
24	May 21, 2017 -June 03, 2017	Monday, 06/05/17 by 2:00pm	Friday, 06/09/17	Office Closed Monday, 5/29
25	June 04, 2017 -June 17, 2017	Monday, 06/19/17 by 2:00pm	Friday, 06/23/17	
26	June 18, 2017-July 01, 2017	Monday 07/03/17 by 2:00am	Friday, 07/07/17	Office closed Tuesday, 7/4

Timesheets must be signed by the AWC *managing employer* and the *employee*. Please only turn in hours for the dates in the above listed time period. Please verify on the timesheet the type of service provided and if it was provided in the consumer's home or in the community.

The Arc of Franklin-Fulton Counties 2314 Philadelphia Avenue Chambersburg PA 17202
Email timesheets to: pblair@thearcoffranklinfultoncounties.com
Office: 717-264-4390 **Fax:** 717-264-4390 The fax machine is on at all times.

Bi- Weekly Payroll Schedule for ARC Employees for 2016-2017

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Timesheets must be signed by the *parent/caregiver* and the *employee*. Please only turn in hours for the dates in the above listed time period. Please complete each of the sections on the service report. Incomplete timesheets will be returned.

The Arc of Franklin-Fulton Counties 2314 Philadelphia Avenue

Chambersburg PA 17202

Email timesheets to: pblair@thearcoffranklinfultoncounties.com

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