

### Bi-Weekly Payroll Schedule for ARC Employees for 2017-2018

| Pay | Pay Period                             | Date & Time Due              | Pay Date         | Office Closures                       |
|-----|--|------------------------------|------------------|---------------------------------------|
| 1   | July 2, 2017 - July 15, 2017           | Monday, 07/17/17 by 2:00pm   | Friday, 07/21/17 | Office Closed Tuesday 7/4             |
| 2   | July 16, 2017- July 29, 2017           | Monday, 7/31/17 by 2:00pm    | Friday, 08/04/17 |                                       |
| 3   | July 30, 2017-August 12, 2017          | Monday, 8/14/17 by 2:00pm    | Friday, 08/18/17 |                                       |
| 4   | August 13, 2017-August 26, 2017        | Monday, 8/28/17 by 2:00pm    | Friday, 09/01/17 |                                       |
| 5   | August 27, 2017-September 9, 2017      | Monday, 9/11/17 by 2:00pm    | Friday, 09/15/17 | Office Closed Monday 9/4              |
| 6   | September 10, 2017- September 23, 2017 | Monday, 9/25/17 by 2:00pm    | Friday, 09/29/17 |                                       |
| 7   | September 24, 2017-October 7, 2017     | Monday, 10/09/17 by 2:00pm   | Friday, 10/13/17 |                                       |
| 8   | October 8, 2017-October 21, 2017       | Monday, 10/23/17 by 2:00pm   | Friday, 10/27/17 |                                       |
| 9   | October 22, 2017 - November 4, 2017    | Monday, 11/06/2017 by 2:00pm | Friday, 11/10/17 | Office Closed Friday 11/10            |
| 10  | November 5, 2017-November 18, 2017     | Monday, 11/20/2017 by 2:00pm | Friday, 11/24/17 | Office Closed Thur. 11/23, Fri. 11/24 |
| 11  | November 19, 2017-December 2, 2017     | Monday, 12/4/2017 by 2:00pm  | Friday, 12/08/17 |                                       |
| 12  | December 3, 2017-December 16, 2017     | Monday, 12/18/2017 by 2:00pm | Friday, 12/22/17 |                                       |
| 13  | December 17, 2017-December 30, 2017    | Monday, 01/01/2018 by 2:00pm | Friday, 01/05/18 | Office Closed Mon. 12/25, Tue. 12/26  |
| 14  | December 31, 2017 -January 13, 2018    | Monday, 01/15/2018 by 2:00pm | Friday, 01/19/18 | Office Closed Monday 1/1              |
| 15  | January 14, 2018-January 27, 2018      | Monday, 01/29/2018 by 2:00pm | Friday, 02/02/18 |                                       |
| 16  | January 28, 2018-February 10, 2018     | Monday, 02/12/2018 by 2:00pm | Friday, 02/16/18 |                                       |
| 17  | February 11, 2018-February 24, 2018    | Monday, 02/26/2018 by 2:00pm | Friday, 03/02/18 | Office Closed Monday 2/19             |
| 18  | February 25, 2018-March 10, 2018       | Monday, 3/12/2018 by 2:00pm  | Friday, 03/16/18 |                                       |
| 19  | March 11, 2018-March 24, 2018          | Monday, 03/26/2018 by 2:00pm | Friday, 03/30/18 | Office Closed Friday 3/30             |
| 20  | March 25, 2018-April 7, 2018           | Monday, 04/09/2018 by 2:00pm | Friday, 04/13/18 |                                       |
| 21  | April 8, 2018-April 21, 2018           | Monday, 04/23/2018 by 2:00pm | Friday, 04/27/18 |                                       |
| 22  | April 22, 2018-May 5, 2018             | Monday, 05/07/2018 by 2:00pm | Friday, 05/11/18 |                                       |
| 23  | May 6, 2018-May 19, 2018               | Monday, 05/21/2018 by 2:00pm | Friday, 05/25/18 |                                       |
| 24  | May 20, 2018-June 2, 2018              | Monday, 06/04/2018 by 2:00pm | Friday, 06/08/18 | Office Closed Monday 5/28             |
| 25  | June 3, 2018-June 16, 2018             | Monday, 06/18/2018 by 2:00pm | Friday, 06/22/18 |                                       |
| 26  | June 17, 2018-June 30, 2018            | Monday, 07/02/2018 by 2:00pm | Friday, 07/06/18 | Office Closed Wednesday 7/4           |

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](mailto:pblair@thearcoffranklinfultoncounties.com)

Fax: 717-264-4390

The fax machine is on at all times.

## Bi-Weekly Payroll Schedule for AWC Employees for 2017-2018

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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.

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