

Bi-Weekly Payroll Schedule for Arc Employees for 2021-2022

Pay	Pay Period	Timesheets are Due Weekly	Pay Date	Office Closures
1	June 27, 2021 - July 10, 2021	Every Monday by 2:00pm	Friday 7/16/21	Office Closed Monday 7/5/21
2	July 11, 2021 - July 24, 2021	Every Monday by 2:00pm	Friday 7/30/21	
3	July 25, 2021 - August 7, 2021	Every Monday by 2:00pm	Friday 8/13/21	
4	August 8, 2021 - August 21, 2021	Every Monday by 2:00pm	Friday 8/27/21	
5	August 22, 2021 - September 4, 2021	Every Monday by 2:00pm	Friday 9/10/21	
6	September 5, 2021 - September 18, 2021	Every Monday by 2:00pm	Friday 9/24/21	Office Closed Monday 9/6/21
7	September 19, 2021 - October 2, 2021	Every Monday by 2:00pm	Friday 10/8/21	
8	October 3, 2021 - October 16, 2021	Every Monday by 2:00pm	Friday 10/22/21	
9	October 17, 2021 - October 30, 2021	Every Monday by 2:00pm	Friday 11/5/21	
10	October 31, 2021 - November 13, 2021	Every Monday by 2:00pm	Friday 11/19/21	Office Closed Thursday 11/11/21
11	November 14, 2021 - November 27, 2021	Every Monday by 2:00pm	Friday 12/3/21	Office Closed Thurs. 11/25, Fri. 11/26
12	November 28, 2021 - December 11, 2021	Every Monday by 2:00pm	Friday 12/17/21	
13	December 12, 2021 - December 25, 2021	Every Monday by 2:00pm	Friday 12/31/21	Office Closed Fri. 12/24/21
14	December 26, 2021 - January 8, 2022	Every Monday by 2:00pm	Friday 1/14/22	Office Closed Mon. 12/27 Fri. 12/31
15	January 9, 2022 - January 22, 2022	Every Monday by 2:00pm	Friday 1/28/22	
16	January 23, 2022 - February 5, 2022	Every Monday by 2:00pm	Friday 2/11/22	
17	February 6, 2022 - February 19, 2022	Every Monday by 2:00pm	Friday 2/25/22	
18	February 20, 2022 - March 5, 2022	Every Monday by 2:00pm	Friday 3/11/22	Office Closed Monday 2/21/22
19	March 6, 2022 - March 19, 2022	Every Monday by 2:00pm	Friday 3/25/22	
20	March 20, 2022 - April 2, 2022	Every Monday by 2:00pm	Friday 4/8/22	
21	April 3, 2022 - April 16, 2022	Every Monday by 2:00pm	Friday 4/22/22	Office Closed Friday 4/15/22
22	April 17, 2022 - April 30, 2022	Every Monday by 2:00pm	Friday 5/6/22	
23	May 1, 2022 - May 14, 2022	Every Monday by 2:00pm	Friday 5/20/22	
24	May 15, 2022 - May 28, 2022	Every Monday by 2:00pm	Friday 6/3/22	
25	May 29, 2022 - June 11, 2022	Every Monday by 2:00pm	Friday 6/17/22	Office Closed Monday 5/30/22
26	June 12, 2022 - June 25, 2022	Every Monday by 2:00pm	Friday 7/1/22	

Timesheets must be signed & dated by the *parent/consumer* & the *employee*. Please only turn in hours for the dates in the above listed time period. Timesheets are **due weekly** on Monday by 2:00pm. Please complete each of the sections on the service report. Incomplete timesheets will be returned. Timesheets may be submitted by email, fax, or they may be dropped off at The Arc office. If you wish to drop off timesheets when The Arc office is closed, please use the red door mail slot that is located in the front of The Arc building.

The Arc of Franklin-Fulton Counties
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 Chambersburg, PA 17201

Email timesheets to: pblair@thearcoffranklinfultoncounties.com
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Alt Fax: 724-359-2999