

## 2021 Pay Periods Calendar \*

\* The Arc Central Chesapeake Region reserves the right to modify processing calendars in the event of a change in the Developmental Disabilities Administration (DDA) contractual or regulatory requirements for Fiscal Management Services. Thank you for your understanding.

Pay Period #	Pay Period begins Sunday 12:00 AM	Pay Period ends Saturday 11:59 PM	Timesheets/E-time submittal required by 12:00 PM (Noon)	CHECK DATE	Holiday/event impacts submittal due date. Please see notes below.
1	12/27/2020	1/9/2021	SUN 1/10/2021	1/15/2021	
2	1/10/2021	1/23/2021	SUN 1/24/2021	1/29/2021	
3	1/24/2021	2/6/2021	SUN 2/7/2021	2/12/2021	
4	2/7/2021	2/20/2021	SUN 2/21/2021	2/26/2021	
5	2/21/2021	3/6/2021	SUN 3/7/2021	3/12/2021	
6	3/7/2021	3/20/2021	SUN 3/21/2021	3/26/2021	
7	3/21/2021	4/3/2021	! SUN 4/4/2021**	! 4/9/2021	FINAL opportunity for APPENDIX K timesheet submittal SUN 4/4/2021
8	4/4/2021	4/17/2021	SUN 4/18/2021	4/23/2021	
9	4/18/2021	5/1/2021	SUN 5/2/2021	5/7/2021	
10	5/2/2021	5/15/2021	SUN 5/16/2021	5/21/2021	
11	5/16/2021	5/29/2021	SUN 5/30/2021	6/4/2021	
12	5/30/2021	6/12/2021	SUN 6/13/2021	6/18/2021	
13	6/13/2021	6/26/2021	SUN 6/27/2021	7/2/2021	
14	6/27/2021	6/30/2021	! FRI 7/2/2021**	! 7/15/2021	FY'21 ends; FY'22 begins PLEASE USE SEPARATE TIMESHEETS!
14	7/1/2021	7/10/2021	SUN 7/11/2021	7/16/2021	
15	7/11/2021	7/24/2021	SUN 7/25/2021	7/30/2021	
16	7/25/2021	8/7/2021	SUN 8/8/2021	8/13/2021	
17	8/8/2021	8/21/2021	SUN 8/22/2021	8/27/2021	
18	8/22/2021	9/4/2021	! THU 9/2/2021**	! 9/10/2021	Labor Day, MON 9/6/2021
19	9/5/2021	9/18/2021	SUN 9/19/2021	9/24/2021	
20	9/19/2021	10/2/2021	SUN 10/3/2021	10/8/2021	
21	10/3/2021	10/16/2021	SUN 10/17/2021	10/22/2021	
22	10/17/2021	10/30/2021	SUN 10/31/2021	11/5/2021	
23	10/31/2021	11/13/2021	SUN 11/14/2021	11/19/2021	
24	11/14/2021	11/27/2021	SUN 11/28/2021	12/3/2021	
25	11/28/2021	12/11/2021	SUN 12/12/2021	12/17/2021	
26	12/12/2021	12/25/2021	! THU 12/23/2021**	! 12/31/2021	Christmas Day, SAT 12/25/2021

**\*\* HOLIDAY/EVENT IMPACTS SUBMITTAL DUE DATE!** Please submit timesheets by 12:00PM on the date indicated with anticipated time entries. If corrections are necessary, please submit corrected timesheets by Monday 12PM with "corrected" noted/checked at the top of the timesheet. THANK YOU!

Please note that the timesheet due date falls on SUNDAY, except for processing weeks impacted by holidays or other events. The Arc may recognize a religious exemption to this due date on a case-by-case basis.

Please email [FMSPayroll@thearcCCR.org](mailto:FMSPayroll@thearcCCR.org) for more information. Also note that timesheets may be accepted early.

**IMPORTANT:** Timesheets/e-time are processed in accordance with the payroll calendar. Timesheets received after the due date will be processed the following payroll. In order to abide by Medicaid billing requirements, any timesheet or e-time not submitted **within 30 days of the date of service** is payable at the discretion of the FMS.