



Fiscal Management Services 2022 Payroll Calendar

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Timesheet Submittal: FMSTimesheets@thearcctr.org
 E-timesheet Assistance: PaycomHelp@thearcctr.org
 General Payroll Inquiry: FMSPayroll@thearcctr.org

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 processing timeline. Please see notes below.
1	12/26/2021	1/8/2022	SUN 1/9/2022	1/14/2022	
2 (one-week)	1/9/2022	1/15/2022	! THU 1/13/2022 12PM * !	1/21/2022	MLK Day, MON 1/17/2022
Timesheets/E-time submittal required by 5:00 PM Monday unless otherwise noted					
3 (one-week)	1/16/2022	1/22/2022	1/24/2022	2/4/2022	
4	1/23/2022	2/5/2022	2/7/2022	2/18/2022	
5	2/6/2022	2/19/2022	2/21/2022	3/4/2022	
6	2/20/2022	3/5/2022	3/7/2022	3/18/2022	
7	3/6/2022	3/19/2022	3/21/2022	4/1/2022	
8	3/20/2022	4/2/2022	4/4/2022	4/15/2022	
9	4/3/2022	4/16/2022	4/18/2022	4/29/2022	
10	4/17/2022	4/30/2022	5/2/2022	5/13/2022	
11	5/1/2022	5/14/2022	5/16/2022	5/27/2022	
12	5/15/2022	5/28/2022	! TUE 5/31/2022 5PM ** !	6/10/2022	Memorial Day, MON 5/30/2022
13	5/29/2022	6/11/2022	6/13/2022	6/24/2022	
14	6/12/2022	6/25/2022	6/27/2022	7/8/2022	
15	6/26/2022	6/30/2022	! TUE 7/5/2022 5PM ** !	7/21/2022	FY'22 ends; FY'23 begins PLEASE USE SEPARATE TIMESHEETS!
15	7/1/2022	7/9/2022	7/11/2022	7/22/2022	
16	7/10/2022	7/23/2022	7/25/2022	8/5/2022	
17	7/24/2022	8/6/2022	8/8/2022	8/19/2022	
18	8/7/2022	8/20/2022	8/22/2022	9/2/2022	
19	8/21/2022	9/3/2022	! TUE 9/6/2022 5PM ** !	9/16/2022	Labor Day, MON 9/5/2021
20	9/4/2022	9/17/2022	9/19/2022	9/30/2022	
21	9/18/2022	10/1/2022	10/3/2022	10/14/2022	
22	10/2/2022	10/15/2022	10/17/2022	10/28/2022	
23	10/16/2022	10/29/2022	10/31/2022	11/10/2022	Veterans Day, FRI 11/11/2022 ***early check date
24	10/30/2022	11/12/2022	11/14/2022	11/25/2022	
25	11/13/2022	11/26/2022	11/28/2022	12/9/2022	
26	11/27/2022	12/10/2022	12/12/2022	12/23/2022	

HOLIDAY/EVENT IMPACTS PROCESSING TIMELINE - ANNOTATIONS

* Please submit timesheets by 12:00 PM (noon) on the date indicated with anticipated time entries. If corrections are necessary, please submit corrected timesheets by Monday 12PM with "corrected" checked at the top of the timesheet.

** Please submit timesheets by 5:00 PM on the date indicated.

*** Holiday necessitates early check date.

EMPLOYERS & EMPLOYEES: Please note that Pay Period #2 & #3 are one-week payrolls scheduled to aid in the transition to a two-week processing period effective Pay Period #4.

IMPORTANT: Timesheets and electronic time entries 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.