

2018

PR #	Start of pay period	End of Pay period	All Billing Documents are due on Monday before 8:00AM. ** Please note the holiday date due to our office being closed.	PAYDAY	Week #
1	12/17/2017	12/30/2017	**Monday 1/1/2018 before 8:00AM	1/5/2018	2
2	12/31/2017	1/13/2018	**Monday 1/15/2018 before 8:00AM	1/19/2018	4
3	1/14/2018	1/27/2018	Monday 1/29/2018 before 8:00AM	2/2/2018	6
4	1/28/2018	2/10/2018	Monday 2/12/2018 before 8:00AM	2/16/2018	8
5	2/11/2018	2/24/2018	Monday 2/26/2018 before 8:00AM	3/2/2018	10
6	2/25/2018	3/10/2018	Monday 3/12/2018 before 8:00AM	3/16/2018	12
7	3/11/2018	3/24/2018	Monday 3/26/2018 before 8:00AM	3/30/2018	14
8	3/25/2018	4/7/2018	Monday 4/9/2018 before 8:00AM	4/13/2018	16
9	4/8/2018	4/21/2018	Monday 4/23/2018 before 8:00AM	4/27/2018	18
10	4/22/2018	5/5/2018	Monday 5/7/2018 before 8:00AM	5/11/2018	20
11	5/6/2018	5/19/2018	Monday 5/21/2018 before 8:00AM	5/25/2018	22
12	5/20/2018	6/2/2018	Monday 6/4/2018 before 8:00AM	6/8/2018	24
13	6/3/2018	6/16/2018	Monday 6/18/2018 before 8:00AM	6/22/2018	26
14	6/17/2018	6/30/2018	**Monday 7/02/2018 before 8:00AM	7/6/2018	28
15	7/1/2018	7/14/2018	Monday 7/16/2018 before 8:00AM	7/20/2018	30
16	7/15/2018	7/28/2018	Monday 7/30/2018 before 8:00AM	8/3/2018	32
17	7/29/2018	8/11/2018	Monday 8/13/2018 before 8:00AM	8/17/2018	34
18	8/12/2018	8/25/2018	Monday 8/27/2018 before 8:00AM	8/31/2018	36
19	8/26/2018	9/8/2018	Monday 9/10/2018 before 8:00AM	9/14/2018	38
20	9/9/2018	9/22/2018	Monday 9/24/2018 before 8:00AM	9/28/2018	40
21	9/23/2018	10/6/2018	**Monday 10/8/2018 before 8:00AM	10/12/2018	42
22	10/7/2018	10/20/2018	Monday 10/22/2018 before 8:00AM	10/26/2018	44
23	10/21/2018	11/3/2018	Monday 11/05/2018 before 8:00AM	11/9/2018	46
24	11/4/2018	11/17/2018	Monday 11/19/2018 before 8:00AM	11/23/2018	48
25	11/18/2018	12/1/2018	Monday 12/3/2018 before 8:00AM	12/7/2018	50
26	12/2/2018	12/15/2018	Monday 12/17/2018 before 8:00AM	12/21/2018	52

Please email or fax your payroll documentation to Lisa Myers at:

lmyers@aask-az.org or
602-930-4507 (efax) or
602-212-2564 (agency fax)

Leave a voicemail at 602-930-4407 with the total number of documents submitted and you will be contacted should we not receive your documentation.

Failure to submit timesheets by their appropriate due date will be grounds for disciplinary actions up to and including termination.

**Please note the holiday dates due to our office being closed.
We have fewer days for processing - please submit early if possible.

After hours emergency phone number 602-989-4307