

# Focus, Inc.

504 Flint St.

Jonesboro, AR 72401

Phone: 870-935-2750 FAX: 870-931-3755

## DSP/CENTER TIME SHEET INFORMATION

### 2017 Payroll Periods and Due Dates

***TIME SHEETS RECEIVED AFTER 9 A.M. ON THE MONDAY FOLLOWING THE TIME SHEET DUE DATE WILL BE CONSIDERED LATE AND WILL NOT BE COMPENSATED UNTIL THE FOLLOWING PAY PERIOD.***

<b><i>PAYROLL PERIOD</i></b>	<b><i>TIMESHEET DUE DATE</i></b>	<b><i>PAYROLL DIRECT DEPOSIT</i></b>
Sat. Dec 31 - Fri. Jan.13	Saturday January 14	Friday January 20
Sat. Jan. 14 - Fri. Jan. 27	Saturday January 28	Friday February 3
Sat. Jan. 28 - Fri. Feb. 10	Saturday February 11	Friday February 17
Sat. Feb.11 - Fri. Feb. 24	Saturday February 25	Friday March 3
Sat. Feb 25 - Fri. Mar. 10	Saturday March 11	Friday March 17
Sat. Mar. 11 - Fri. Mar. 24	Saturday March 25	Friday March 31
Sat. Mar. 25 - Fri. Apr. 7	Saturday April 8	Friday April 14
Sat. Apr. 8 - Fri. Apr. 21	Saturday April 22	Friday April 28
Sat. Apr. 22 - Fri. May 5	Saturday May 6	Friday May 12
Sat. May 6 - Fri. May 19	Saturday May 20	Friday May 26
Sat. May 20 - Fri. Jun. 2	Saturday June 3	Friday June 9
Sat. Jun. 3 - Fri. Jun 16	Saturday June 17	Friday June 23
Sat. Jun. 17 - Fri. Jun. 30	Saturday July 1	Thursday July 7
Sat. Jul. 1- Fri. Jul. 14	Saturday July 15	Friday July 21
Sat. Jul. 15 - Fri. Jul. 28	Saturday July 29	Friday August 4
Sat. Jul. 29 - Fri. Aug. 11	Saturday August 12	Friday August 18
Sat. Aug. 12 - Fri. Aug. 25	Saturday August 26	Friday September 1
Sat. Aug. 26 - Fri. Sept. 8	Saturday September 9	Friday September 15
Sat. Sept. 9 - Fri. Sept. 22	Saturday September 23	Friday September 29
Sat. Sept. 23 - Fri. Oct 6	Saturday October 7	Friday October 13
Sat. Oct. 7 - Fri. Oct. 20	Saturday October 21	Friday October 27
Sat. Oct. 21 - Fri. Nov. 3	Saturday November 4	Friday November 10
Sat. Nov. 4 - Fri. Nov. 17	Saturday November 18	Friday November 24
Sat. Nov. 18 - Fri. Dec. 1	Saturday December 2	Friday December 8
Sat. Dec. 2 - Fri. Dec. 15	Saturday December 16	Friday December 22
Sat. Dec. 16 - Fri. Dec. 29	Saturday December 30	Friday January 5, 2018

**Time can be faxed to (870)931-3755 or dropped in the black box in front of the office at 504 Flint St., Jonesboro. If one of these methods is chosen, it is strongly recommended that you call (870)935-2750 to verify receipt of forms by staff. Delays in receipt of forms can affect billing and may result in disciplinary action.**