



# PAPERWORK DUE DATES

Guthrie Mainstream Services  
 6549 E. University Dr.  
 Mesa, AZ 85205  
 Phone: 480-633-8881  
 FAX: 480-633-7095

**ALL PAPERWORK IS DUE IN OFFICE BY 4:00 PM  
 ON OR BEFORE THE FOLLOWING DUE DATES**

**EXCEPTIONS MUST BE APPROVED BY YOUR  
 FIELD SUPERVISOR PRIOR TO BILLING DUE DATES**

**\*\*\*Paperwork drop off and Pay Check pick up locations\*\*\***

<b>Ability Center</b> 6549 E. University Dr. Mesa, AZ 85205 480-633-8881	<b>Children's Learning Center</b> 727 S. Extension Mesa, AZ 85210 480-633-7093	<b>G.R.E.A.T. Center</b> 3200 N. Dobson Rd., Bldg E Chandler, AZ 85224 480-491-5553	<b>Discovery Center</b> 1183 N. Recker Rd. Gilbert, AZ 85234 480-633-8881
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## JANUARY THROUGH JUNE 2016

**\*\*\*It is best to drop off and pickup paperwork and checks from the office your assigned Field Supervisor works out of.\*\*\***

Pay Period	Due Date	Pay Date for Pay Period
January 1 <sup>st</sup> – 14 <sup>th</sup>	January 15, 2016	January 29, 2016
January 15 <sup>th</sup> – 31 <sup>st</sup>	February 1, 2016	February 15, 2016
February 1 <sup>st</sup> – 14 <sup>th</sup>	February 15, 2016	February 29, 2016
February 15 <sup>th</sup> – 29 <sup>th</sup>	March 1, 2016	March 15, 2016
March 1 <sup>st</sup> – 14 <sup>th</sup>	March 15, 2016	March 31, 2016
March 15 <sup>th</sup> – 31 <sup>st</sup>	April 1, 2016	April 15, 2016
April 1 <sup>st</sup> – 14 <sup>th</sup>	April 15, 2016	April 29, 2016
April 15 <sup>th</sup> – 30 <sup>th</sup>	May 2, 2016	May 13, 2016
May 1 <sup>st</sup> – 14 <sup>th</sup>	May 16, 2016	May 31, 2016
May 15 <sup>th</sup> – 31 <sup>st</sup>	June 1, 2016	June 15, 2016
June 1 <sup>st</sup> – 14 <sup>th</sup>	June 15, 2016	June 30, 2016
June 15 <sup>th</sup> – 30 <sup>th</sup>	July 1, 2016	July 15, 2016

**\*\* Please be advised that if paperwork is not in by 4:00 PM on Due Dates it will delay your payment as well as incur a penalty deduction of 20% of gross dollar amount from you !**



## GUTHRIE MAINSTREAM SERVICES

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Mesa, AZ 85205

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# Guthrie Holiday Schedule 2016

The offices will be closed on the following days:

<b>New Year's Day</b>	<b>Friday, January 1, 2016</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2016</b>
<b>Independence Day</b>	<b>Monday, July 4, 2016</b>
<b>Labor Day</b>	<b>Monday, September 5, 2016</b>
<b>Thanksgiving</b>	<b>Thursday, November 24, 2016</b>
<b>Thanksgiving</b>	<b>Friday, November 25, 2016</b>
<b>Christmas Eve</b>	<b>Saturday, December 24, 2016</b>
<b>Christmas</b>	<b>Sunday, December 25, 2016</b>
<b>New Year's Eve</b>	<b>Saturday, December 31, 2016</b>
<b>New Year's Day</b>	<b>Sunday, January 1, 2017</b>

If you need coverage for the holidays please contact your Field supervisor or call the main campus at 480-633-8881.

Happy Holiday

From Guthrie Mainstream Services