



# 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\*\*\****

Ability Center  
6549 E. University Dr.  
Mesa, AZ 85205  
480-633-8881

Children's Learning Center  
727 S. Extension  
Mesa, AZ 85210  
480-633-7093

G.R.E.A.T. Center  
3200 N. Dobson Rd.,  
Bldg E  
Chandler, AZ 85224  
480-491-5553

Discovery Center  
1183 N. Recker Rd.  
Gilbert, AZ 85234  
480-633-8881

## **JANUARY THROUGH JUNE 2018**

***\*\*\*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, 2018	January 31, 2018
January 15 <sup>th</sup> – 31 <sup>st</sup>	February 1, 2018	February 15, 2018
February 1 <sup>st</sup> – 14 <sup>th</sup>	February 15, 2018	February 28, 2018
February 15 <sup>th</sup> – 28 <sup>th</sup>	March 1, 2018	March 15, 2018
March 1 <sup>st</sup> – 14 <sup>th</sup>	March 15, 2018	March 30, 2018
March 15 <sup>th</sup> – 31 <sup>st</sup>	April 2, 2018	April 13, 2018
April 1 <sup>st</sup> – 14 <sup>th</sup>	April 16, 2018	April 30, 2018
April 15 <sup>th</sup> – 30 <sup>th</sup>	May 1, 2018	May 15, 2018
May 1 <sup>st</sup> – 14 <sup>th</sup>	May 15, 2018	May 31, 2018
May 15 <sup>th</sup> – 31 <sup>st</sup>	June 1, 2018	June 15, 2018
June 1 <sup>st</sup> – 14 <sup>th</sup>	June 15, 2018	June 29, 2018
June 15 <sup>th</sup> – 30 <sup>th</sup>	July 2, 2018	July 13, 2018

***\*\* Please be advised that if paperwork is not in by 4:00 PM  
on Due Date it will delay your payment \*\****



## GUTHRIE MAINSTREAM SERVICES

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# Guthrie Holiday Schedule 2018

The offices will be closed on the following days:

<b>New Year's Day</b>	<b>Monday, January 1, 2018</b>
<b>Memorial Day</b>	<b>Monday, May 28, 2018</b>
<b>Independence Day</b>	<b>Wednesday, July 4, 2018</b>
<b>Labor Day</b>	<b>Monday, September 3, 2018</b>
<b>Thanksgiving</b>	<b>Thursday, November 22, 2018</b>
<b>Thanksgiving</b>	<b>Friday, November 23, 2018</b>
<b>Christmas Eve</b>	<b>Monday, December 24, 2018</b> Centers Close at 1 PM
<b>Christmas</b>	<b>Tuesday, December 25, 2018</b>
<b>New Year's Eve</b>	<b>Monday, December 31, 2018</b> Centers Close at 1 PM
<b>New Year's Day</b>	<b>Tuesday, January 1, 2019</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