



# 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

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

## JULY THROUGH DECEMBER 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
July 1 <sup>st</sup> – 14 <sup>th</sup>	July 16, 2018	July 31, 2018
July 15 <sup>th</sup> – 31 <sup>st</sup>	August 1, 2018	August 15, 2018
August 1 <sup>st</sup> – 14 <sup>th</sup>	August 15, 2018	August 31, 2018
August 15 <sup>th</sup> – 31 <sup>st</sup>	September 4, 2018	September 14, 2018
September 1 <sup>st</sup> – 14 <sup>th</sup>	September 17, 2018	September 28, 2018
September 15 <sup>th</sup> – 30 <sup>th</sup>	October 1, 2018	October 15, 2018
October 1 <sup>st</sup> – 14 <sup>th</sup>	October 15, 2018	October 31, 2018
October 15 <sup>th</sup> – 31 <sup>st</sup>	November 1, 2018	November 15, 2018
November 1 <sup>st</sup> – 14 <sup>th</sup>	November 15, 2018	November 30, 2018
November 15 <sup>th</sup> -30 <sup>th</sup>	December 3, 2018	December 14, 2018
December 1 <sup>st</sup> – 14 <sup>th</sup>	December 17, 2018	December 31, 2018
December 15 <sup>th</sup> – 31 <sup>st</sup>	January 2, 2019	January 15, 2019

**\*\* 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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Mesa, AZ 85205

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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