



# 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 Paycheck pick up locations\*\*\****

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

Extension Center  
727 S. Extension  
Mesa, AZ 85210  
480-633-8881

Learning Center  
3200 N. Dobson Rd.,  
Bldg E  
Chandler, AZ 85224  
480-633-8881

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

## **JANUARY THROUGH JUNE 2020**

***\*\*\*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, 2020	January 31, 2020
January 15 <sup>th</sup> – 31 <sup>st</sup>	February 3, 2020	February 14, 2020
February 1 <sup>st</sup> – 14 <sup>th</sup>	February 17, 2020	February 28, 2020
February 15 <sup>th</sup> – 28 <sup>th</sup>	March 2, 2020	March 13, 2020
March 1 <sup>st</sup> – 14 <sup>th</sup>	March 16, 2020	March 31, 2020
March 15 <sup>th</sup> – 31 <sup>st</sup>	April 1, 2020	April 15, 2020
April 1 <sup>st</sup> – 14 <sup>th</sup>	April 15, 2020	April 30, 2020
April 15 <sup>th</sup> – 30 <sup>th</sup>	May 1, 2020	May 15, 2020
May 1 <sup>st</sup> – 14 <sup>th</sup>	May 15, 2020	May 29, 2020
May 15 <sup>th</sup> – 31 <sup>st</sup>	June 1, 2020	June 15, 2020
June 1 <sup>st</sup> – 14 <sup>th</sup>	June 15, 2020	June 30, 2020
June 15 <sup>th</sup> – 30 <sup>th</sup>	July 1, 2020	July 15, 2020

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



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 Mesa, AZ 85205  
 480-633-8881

Extension Center  
 727 S. Extension  
 Mesa, AZ 85210  
 480-633-8881

Learning Center  
 3200 N. Dobson Rd.,  
 Bldg E  
 Chandler, AZ 85224  
 480-633-8881

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

## **JULY THROUGH DECEMBER 2020**

***\*\*\*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 15, 2020	July 31, 2020
July 15 <sup>th</sup> – 31 <sup>st</sup>	August 3, 2020	August 14, 2020
August 1 <sup>st</sup> – 14 <sup>th</sup>	August 17, 2020	August 31, 2020
August 15 <sup>th</sup> – 31 <sup>st</sup>	September 1, 2020	September 15, 2020
September 1 <sup>st</sup> – 14 <sup>th</sup>	September 15, 2020	September 30, 2020
September 15 <sup>th</sup> – 30 <sup>th</sup>	October 1, 2020	October 15, 2020
October 1 <sup>st</sup> – 14 <sup>th</sup>	October 15, 2020	October 30, 2020
October 15 <sup>th</sup> – 31 <sup>st</sup>	November 2, 2020	November 13, 2020
November 1 <sup>st</sup> – 14 <sup>th</sup>	November 16, 2020	November 30, 2020
November 15 <sup>th</sup> -30 <sup>th</sup>	December 1, 2020	December 15, 2020
December 1 <sup>st</sup> – 14 <sup>th</sup>	December 15, 2020	December 31, 2020
December 15 <sup>th</sup> – 31 <sup>st</sup>	January 4, 2021	January 15, 2021

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 on Due Date it will delay your payment \*\****



## GUTHRIE MAINSTREAM SERVICES

6549 E. University Drive

Mesa, AZ 85205

Phone: 480-633-8881

FAX: 480-633-7095

# Guthrie Holiday Schedule 2020

The offices will be closed on the following days:

<b>New Year's Day</b>	<b>Wednesday, January 1, 2020</b>
<b>Memorial Day</b>	<b>Monday, May 25, 2020</b>
<b>Independence Day</b>	<b>Saturday, July 4, 2020</b>
<b>Labor Day</b>	<b>Monday, September 7, 2020</b>
<b>Thanksgiving</b>	<b>Thursday, November 26, 2020</b>
<b>Thanksgiving</b>	<b>Friday, November 27, 2020</b>
<b>Christmas Eve</b>	<b>Thursday, December 24, 2020</b>
<b>Christmas</b>	<b>Friday, December 25, 2020</b>
<b>New Year's Eve</b>	<b>Thursday, December 31, 2020</b> Centers Close at 3:30 PM CTYA Programs Close at 1 PM
<b>New Year's Day</b>	<b>Wednesday, January 1, 2021</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