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Symbol Key: **TIME SHEETS DUE** ● Pay Day ○ Daylight Savings ▲ Postal & Bank Holiday

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**Phoenix**  
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Ph: 480.357.6162 Fax: 877.532.8564



# IMPORTANT

**Work weeks are Sundays through Saturdays.** Online time entries and/or time sheets must be received or postmarked and approved no later than **MIDNIGHT every Monday**. Time sheets may be scanned (not photographed) and emailed to [infocdaz@consumerdirectcare.com](mailto:infocdaz@consumerdirectcare.com). If emailing, you may use zSecure. Contact your Support Coordinator for information on zSecure. Due to office closures and time constraints on holidays, time sheets submitted late or with errors will not be processed until the following pay period.

Form W-2 for time worked in 2016 will be furnished by 1/31/2017, in accordance with IRS requirements. Please allow sufficient time to process thru the US Postal system. If you have not received your W-2 by mid-February please contact your local office.

Pay Period - Week 1 Sunday through Saturday	Pay Period - Week 2 Sunday through Saturday	Pay Date (for Week 1 and Week 2)
11/27/2016 to 12/03/2016	12/04/2016 to 12/10/2016	12/23/2016
12/11/2016 to 12/17/2016	12/18/2016 to 12/24/2016	01/06/2017
12/25/2016 to 12/31/2016	01/01/2017 to 01/07/2017	01/20/2017
01/08/2017 to 01/14/2017	01/15/2017 to 01/21/2017	02/03/2017
01/22/2017 to 01/28/2017	01/29/2017 to 02/04/2017	02/17/2017
02/05/2017 to 02/11/2017	02/12/2017 to 02/18/2017	03/03/2017
02/19/2017 to 02/25/2017	02/26/2017 to 03/04/2017	03/17/2017
03/05/2017 to 03/11/2017	03/12/2017 to 03/18/2017	03/31/2017
03/19/2017 to 03/25/2017	03/26/2017 to 04/01/2017	04/14/2017
04/02/2017 to 04/08/2017	04/09/2017 to 04/15/2017	04/28/2017
04/16/2017 to 04/22/2017	04/23/2017 to 04/29/2017	05/12/2017
04/30/2017 to 05/06/2017	05/07/2017 to 05/13/2017	05/26/2017
05/14/2017 to 05/20/2017	05/21/2017 to 05/27/2017	06/09/2017
05/28/2017 to 06/03/2017	06/04/2017 to 06/10/2017	06/23/2017
06/11/2017 to 06/17/2017	06/18/2017 to 06/24/2017	07/07/2017
06/25/2017 to 07/01/2017	07/02/2017 to 07/08/2017	07/21/2017
07/09/2017 to 07/15/2017	07/16/2017 to 07/22/2017	08/04/2017
07/23/2017 to 07/29/2017	07/30/2017 to 08/05/2017	08/18/2017
08/06/2017 to 08/12/2017	08/13/2017 to 08/19/2017	09/01/2017
08/20/2017 to 08/26/2017	08/27/2017 to 09/02/2017	09/15/2017
09/03/2017 to 09/09/2017	09/10/2017 to 09/16/2017	09/29/2017
09/17/2017 to 09/23/2017	09/24/2017 to 09/30/2017	10/13/2017
10/01/2017 to 10/07/2017	10/08/2017 to 10/14/2017	10/27/2017
10/15/2017 to 10/21/2017	10/22/2017 to 10/28/2017	11/10/2017
10/29/2017 to 11/04/2017	11/05/2017 to 11/11/2017	11/22/2017
11/12/2017 to 11/18/2017	11/19/2017 to 11/25/2017	12/08/2017
11/26/2017 to 12/02/2017	12/03/2017 to 12/09/2017	12/22/2017
12/10/2017 to 12/16/2017	12/17/2017 to 12/23/2017	01/05/2018
12/24/2017 to 12/30/2017	12/31/2017 to 01/06/2018	01/19/2018

## 2017 Bank & Post Office Holidays

- **New Year's Day** Monday, January 2, 2017
- **Martin Luther King Day** Monday, January 16, 2017
- **Presidents Day** Monday, February 20, 2017
- **Memorial Day** Monday, May 29, 2017
- **Independence Day** Tuesday, July 4, 2017
- **Labor Day** Monday, September 4, 2017
- **Columbus Day** Monday, October 9, 2017
- **Veterans Day** Friday, November 10, 2017
- **Thanksgiving Day** Thursday, November 23, 2017
- **Christmas Day** Monday, December 25, 2017

## 2017 Consumer Direct Office Holidays & Closures

- **New Year's Day Observed** Monday, January 2, 2017
- **Martin Luther King Day** Monday, January 16, 2017
- **Memorial Day** Monday, May 29, 2017
- **Independence Day** Tuesday, July 4, 2017
- **Labor Day** Monday, September 4, 2017
- **Thanksgiving Day** Thursday, November 23, 2017
- **Christmas Day** Monday, December 25, 2017

**Please consider Direct Deposit.**