



# Pay Periods & Pay Dates

| 2024  |                    |                    |
|---|--------------------|--------------------|
| Pay Period                                    | Due Date           | Pay Date           |
| January 1 <sup>st</sup> – 15 <sup>th</sup>    | January 16, 2024   | January 31, 2024   |
| January 16 <sup>th</sup> – 31 <sup>st</sup>   | February 1, 2024   | February 15, 2024  |
| February 1 <sup>st</sup> – 15 <sup>th</sup>   | February 16, 2024  | February 29, 2024  |
| February 16 <sup>th</sup> – 28 <sup>th</sup>  | March 1, 2024      | March 15, 2024     |
| March 1 <sup>st</sup> – 15 <sup>th</sup>      | March 18, 2024     | March 29, 2024     |
| March 16 <sup>th</sup> – 31 <sup>st</sup>     | April 1, 2024      | April 15, 2024     |
| April 1 <sup>st</sup> – 15 <sup>th</sup>      | April 16, 2023     | April 30, 2024     |
| April 16 <sup>th</sup> – 30 <sup>th</sup>     | May 1, 2024        | May 15, 2024       |
| May 1 <sup>st</sup> – 15 <sup>th</sup>        | May 16, 2024       | May 31, 2024       |
| May 16 <sup>th</sup> – 31 <sup>st</sup>       | June 3, 2024       | June 14, 2024      |
| June 1 <sup>st</sup> – 15 <sup>th</sup>       | June 17, 2024      | June 28, 2024      |
| June 16 <sup>th</sup> – 30 <sup>th</sup>      | July 1, 2024       | July 15, 2024      |
| July 1 <sup>st</sup> – 15 <sup>th</sup>       | July 16, 2024      | July 31, 2024      |
| July 16 <sup>th</sup> – 31 <sup>st</sup>      | August 1, 2024     | August 15, 2024    |
| August 1 <sup>st</sup> – 15 <sup>th</sup>     | August 16, 2024    | August 30, 2024    |
| August 16 <sup>th</sup> – 31 <sup>st</sup>    | September 2, 2024  | September 13, 2024 |
| September 1 <sup>st</sup> – 15 <sup>th</sup>  | September 16, 2024 | September 30, 2024 |
| September 16 <sup>th</sup> – 30 <sup>th</sup> | October 1, 2024    | October 15, 2024   |
| October 1 <sup>st</sup> – 15 <sup>th</sup>    | October 16, 2024   | October 31, 2024   |
| October 16 <sup>th</sup> – 31 <sup>st</sup>   | November 1, 2024   | November 15, 2024  |
| November 1 <sup>st</sup> – 15 <sup>th</sup>   | November 18, 2024  | November 29, 2024  |
| November 16 <sup>th</sup> – 30 <sup>th</sup>  | December 2, 2024   | December 13, 2024  |
| December 1 <sup>st</sup> – 15 <sup>th</sup>   | December 16, 2024  | December 31, 2024  |
| December 16 <sup>th</sup> – 31 <sup>st</sup>  | January 2, 2025    | January 15, 2025   |

All documentation should be entered **daily** on SpokeChoice through AutoVisit (EVV) or the Center Clock-In/Out. Guardian approval or signatures should be completed by 4:00pm on or before the due date.

## GMS Locations

### Ability Center

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

### Connection Center

919 E. Guadalupe Rd.  
Gilbert, AZ 85234  
480-633-8881

### Enrichment Center

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

### Discovery Center

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



# 2024 Holiday Schedule

All GMS offices will be closed the following days:

| 2024             |   |
|------------------|---|
| Holiday          | Date  |
| New Year 2024    | Sunday, December 31, 2023   |
|                  | Monday, January 1, 2024   |
| Memorial Day     | Monday, May 27, 2024  |
| Independence Day | Thursday, July 4, 2024  |
| Labor Day        | Monday, September 2, 2024   |
| Thanksgiving     | Thursday, November 28, 2024   |
|                  | Friday, November 29, 2024   |
| Christmas        | Tuesday, December 24, 2024  |
|                  | Wednesday, December 25, 2024  |
| New Year 2025    | Tuesday, December 31, 2024<br>Centers Close at 3:30 PM<br>CTYA Programs Close at 1 PM |
|                  | Wednesday, January 1, 2025  |

If you need coverage for the holidays, please contact your Field Manager or call 480-633-8881.

Happy Holidays!

Guthrie Mainstream Services