



Corrected LA Payment Schedule Effective September 30, 2019

To ensure that your employees are always paid on time, please approve your employee's time by the due date, **even if it falls on a weekend or holiday**. These dates are strictly enforced. Any time that is approved after the due date will be processed in the following payment period.

To make certain that your submission is received by the due date, please use our Web Time Entry / DCI system. Be sure to have all hours entered and approved by the "Submissions Due NO Later Than" date. To access the Web Time Entry / DCI system, go to the following link:

<https://acumen.dcisoftware.com>

If you would like to attend a webinar on how to use either the Web Time Entry / DCI Mobile App or Web Portal, please visit our website at www.acumenfiscalagent.com and click on the "Events" tab. If you have questions or concerns, contact our Customer Service Department at (855) 514-9938.

	MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date	
"MONTH" refers to the month that services were provided.	September	9/30/19	Mon, 9/30/19	Fri, 10/11/19	"Direct Deposit/ Check Date" shows the date that payment will be issued. For those payees that have selected direct deposit or pay card, this is also the date that funds will be available in their accounts.
	October	10/12/19	Mon, 10/14/19	Fri, 10/25/19	
"Payment Period End Date" is the last day of services in the pay period.	October	10/26/19	Mon, 10/28/19	Fri, 11/8/19	"Submissions Due NO Later Than" is the last date that your time sheets or payment requests can be received, or that your WTE approvals can be entered, for the pay period.
	November	11/09/19	Mon, 11/11/19	Fri, 11/22/19	
	November	11/23/19	Mon, 11/25/19	Fri, 12/06/19	
	December	12/07/19	Mon, 12/09/19	Fri, 12/20/19	
	December	12/21/19	Mon, 12/23/19	Fri, 01/03/20	
	January	01/04/20	Mon, 01/06/20	Fri, 01/17/20	
	January	01/18/20	Mon, 01/20/20	Fri, 01/31/20	
	February	02/01/20	Mon, 02/03/20	Fri, 02/14/20	
	February	02/15/20	Mon, 02/17/20	Fri, 02/28/20	
	February	02/29/20	Mon, 03/02/20	Fri, 03/13/20	
	March	03/14/20	Mon, 03/16/20	Fri, 03/27/20	
	March	03/28/20	Mon, 3/30/20	Fri, 04/10/20	
	April	04/11/20	Mon, 04/13/20	Fri, 04/24/20	
	April	04/25/20	Mon, 04/27/20	Fri, 05/08/20	
	May	05/09/20	Mon, 05/11/20	Fri, 05/22/20	
	May	05/23/20	Mon, 05/25/20	Fri, 06/05/20	
	June	06/06/20	Mon, 06/08/20	Fri, 06/19/20	
	June	06/20/20	Mon, 06/22/20	Fri, 07/03/20	

Please share this schedule with your employees, and keep a copy in a safe place for easy reference.

Acumen Customer Service: 1(855) 514-9938

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