



## IN ALL Programs Payment Schedule Effective Dec 1, 2024

To ensure that your employees and/or vendors are always paid on time, please approve and submit all time sheets by the due date, even if it falls on a weekend or holiday. These dates are strictly enforced, and time sheets received after that date will be processed in the following payment period.

Be sure to have all hours entered and approved by the “Submissions Due NO Later Than” date. To access the DCI Employer and Employee Portal, go to: <https://acumen.dcisoftware.com/>

If you would like to attend a webinar on how to use either the Mobile App or online Web Time Entry portal, visit [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com) and click on the Events tab. If you have any questions or concerns, contact our Customer Call Center at 866-240-5188.

	MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date	
<b>“MONTH”</b> refers to the month that services were provided.	JANUARY	01/15/25	Fri, 01/17/25	Fri, 01/24/25	<b>“Direct Deposit/ Check Date”</b> 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.
<b>“Payment Period End Date”</b> is the last day of services in the pay period.		01/31/25	Tue, 02/04/25	Mon, 02/10/25	
	FEBRUARY	02/15/25	Tue, 02/18/25	Tue, 02/25/25	
		02/28/25	Tue, 03/04/25	Mon, 03/10/25	
	MARCH	03/15/25	Tue, 03/18/25	Tue, 03/25/25	
		03/31/25	Wed, 04/02/25	Thur, 04/10/25	
	APRIL	04/15/25	Thu, 04/17/25	Fri, 04/25/25	
		04/30/25	Fri, 05/02/25	Fri, 05/09/25	
	MAY	05/15/25	Mon, 05/19/25	Fri, 05/23/25	
		05/31/25	Tue, 06/03/25	Tues, 06/10/25	
	JUNE	06/15/25	Tue, 06/17/25	Wed, 06/25/25	
		06/30/25	Wed, 07/02/25	Thur, 07/10/25	

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

**You may also mail your time sheet to:**  
 Acumen Fiscal Agent  
 5416 E. Baseline Rd. Suite 200  
 Mesa, AZ 85206