



## Louisiana Payment Schedule

**Effective July 1, 2024**

To ensure that your employees are paid on time, please review all employee service hours for accuracy and approval by the payroll due dates located under the column heading, **“Submissions Due No Later Than,”** even if the due date falls on a weekend or holiday.

To access the DCI Employer and Employee Portal, go to: <http://acumen.dcisoftware.com>

Please note that Acumen Agents does not monitor employee hours entered in the DCI system. **It is the Employer's responsibility to review and confirm that all employee service hours are entered and approved according to the payroll due date.**

	MONTH	Payroll Period Bi-weekly	Submissions Due No Later Than	Direct Deposit/Check Date	
<b>“MONTH”</b> refers to the month that services were provided.	JULY	06/30/24 – 07/13/24	Mon, 07/15/24	Fri, 07/26/24	<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.
		07/14/24 – 07/27/24	Mon, 07/29/24	Fri, 08/09/24	
<b>“Payment Period End Date”</b> is the last day of services in the pay period.	AUGUST	07/28/24 – 08/10/24	Mon, 08/12/24	Fri, 08/23/24	<b>“Submissions Due NO Later Than”</b> is the last date that your employee's time can be approved, and your vendor payment requests can be submitted, for the pay period in order to be paid as scheduled.
		08/11/24 – 08/24/24	Mon, 08/26/24	Fri, 09/06/24	
	SEPTEMBER	08/25/24 – 09/07/24	Mon, 09/09/24	Fri, 09/20/24	
	OCTOBER	09/08/24 – 09/21/24	Mon, 09/23/24	Fri, 10/04/24	
	NOVEMBER	10/06/24 – 10/19/24	Mon, 10/21/24	Fri, 11/01/24	
		10/20/24 – 11/02/24	Mon, 11/04/24	Fri, 11/15/24	
		11/03/24 – 11/16/24	Mon, 11/18/24	Fri, 11/29/24	
		11/17/24 – 11/30/24	Mon, 12/02/24	Fri, 12/13/24	
	DECEMBER	12/01/24 – 12/14/24	Mon, 12/16/24	Fri, 12/27/24	
		12/15/24 – 12/28/24	Mon, 12/30/24	Fri, 01/10/25	
	JANUARY	12/29/24 – 01/11/25	Mon, 01/13/25	Fri, 01/24/25	
		01/12/25 – 01/25/25	Mon, 01/27/25	Fri, 02/07/25	
	FEBRUARY	01/26/25 – 02/08/25	Mon, 02/10/25	Fri, 02/21/25	
		02/09/25 – 02/22/25	Mon, 02/24/25	Fri, 03/07/25	
	MARCH	02/23/25 – 03/08/25	Mon, 03/10/25	Fri, 03/21/25	
		03/09/25 – 03/22/25	Mon, 03/24/25	Fri, 04/04/25	
	APRIL	03/23/25 – 04/05/25	Mon, 04/07/25	Fri, 04/18/25	
		04/06/25 – 04/19/25	Mon, 04/21/25	Fri, 05/02/25	
	MAY	04/20/25 – 05/03/25	Mon, 05/05/25	Fri, 05/16/25	
		05/04/25 – 05/17/25	Mon, 05/19/25	Fri, 05/30/25	
		05/18/25 – 05/31/25	Mon, 06/02/25	Fri, 06/13/25	
	JUNE	06/01/25 – 06/14/25	Mon, 06/16/25	Fri, 06/27/25	
		06/15/25 – 06/28/25	Mon, 06/30/25	Fri, 07/11/25	
		06/29/25 – 07/12/25	Mon, 07/14/25	Fri, 07/25/25	

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

To review training resources on Electronic Visit Verification (EVV), visit our website at [www.acumenfiscalagent.com/state/la](http://www.acumenfiscalagent.com/state/la) for questions or concerns, contact our Customer Service Center at 1-855-514-9938.