



## ADMH Payment Schedule Effective December 2025 to June 2026

To ensure that your employees and/or service providers are always paid on time, please ensure your employee's time is entered and approved online 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 or payment requests received after that date will be processed for the following payment period. Paper Time Sheets for employee shifts are not accepted.

Be sure to have all hours entered and approved by the "Submissions Due NO Later Than" date. Savings Fund requests, reimbursement requests, and Goods and Services Payment Requests follow this same schedule. To access the DCI Employer and Employee Portal, go to:

<http://acumen.dcisoftware.com>

<b>"Payment Period Start Date"</b> is the first day of services in the pay period.	Payment Period Start Date	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date	<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.	Sun, 12/21/25	Sat, 12/27/25	Mon, 12/29/25	Fri, 01/09/26	<b>"Submissions Due NO Later Than"</b> is the last date that your employee's time can be approved, and your vendor payment (Goods and Services) requests can be submitted, for the pay period in order to be paid as scheduled.
	Sun, 12/28/25	Sat, 01/10/26	Mon, 01/12/26	Fri, 01/23/26	
	Sun, 01/11/26	Sat, 01/24/26	Mon, 01/26/26	Fri, 02/06/26	
	Sun, 01/25/26	Sat, 02/07/26	Mon, 02/09/26	Fri, 02/20/26	
	Sun, 02/08/26	Sat, 02/21/26	Mon, 02/23/26	Fri, 03/06/26	
	Sun, 02/22/26	Sat, 03/07/26	Mon, 03/09/26	Fri, 03/20/26	
	Sun, 03/08/26	Sat, 03/21/26	Mon, 03/23/26	Fri, 04/03/26	
	Sun, 03/22/26	Sat, 04/04/26	Mon, 04/06/26	Fri, 04/17/26	
	Sun, 04/05/26	Sat, 04/18/26	Mon, 04/20/26	Fri, 05/01/26	
	Sun, 04/19/26	Sat, 05/02/26	Mon, 05/04/26	Fri, 05/15/26	
	Sun, 05/03/26	Sat, 05/16/26	Mon, 05/18/26	Fri, 05/29/26	
	Sun, 05/17/26	Sat, 05/30/26	Mon, 06/01/26	Fri, 06/12/26	
	Sun, 05/31/26	Sat, 06/13/26	Mon, 06/15/26	Fri, 06/26/26	
	Sun, 06/14/26	Sat, 06/27/26	Mon, 06/29/26	Fri, 07/10/26	

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

Acumen Fiscal Agent  
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