



## Arizona Payroll Schedule Effective July 1, 2023

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.

Employees are required to use an E.V.V. compliant method of time submission. The best option is the DCI mobile app, where employees clock in and out in real time using a smart phone or web enabled tablet. Employees should go to their Google Play Store or Apple App Store and install the free app called “DCI Mobile E.V.V.” When prompted, enter the System Identifier 228636.

To enter hours using the online DCI portal website with a laptop, computer, or any other type of web enabled device, to access the site go to: <https://acumen.dcisoftware.com/>

If you have questions or concerns or need information on alternate EVV entry options, please contact our Customer Service Department at (866) 795-7162.

“MONTH” refers to the month that services were provided.

“Payment Period End Date” is the last day of services in the pay period.

MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date
JULY	07/15/23	Tue, 07/18/23	Tue, 07/25/23
	07/31/23	Wed, 08/02/23	Thu, 08/10/23
AUGUST	08/15/23	Thu, 08/17/23	Fri, 08/25/23
	08/31/23	Mon, 09/04/23	Fri, 09/08/23
SEPTEMBER	09/15/23	Tue, 09/19/23	Mon, 09/25/23
	09/30/23	Tue, 10/03/23	Tue, 10/10/23
OCTOBER	10/15/23	Tue, 10/17/23	Wed, 10/25/23
	10/31/23	Thu, 11/02/23	Thu, 11/09/23
NOVEMBER	11/15/23	Fri, 11/17/23	Wed, 11/22/23
	11/30/23	Mon, 12/04/23	Fri, 12/08/23
DECEMBER	12/15/23	Tue, 12/19/23	Fri, 12/22/23
	12/31/23	Tue, 01/02/24	Wed, 01/10/24
JANUARY	01/15/24	Wed, 01/17/24	Thu, 01/25/24
	01/31/24	Fri, 02/02/24	Fri, 02/09/24
FEBRUARY	02/15/24	Mon, 02/19/24	Fri, 02/23/24
	02/29/24	Mon, 03/04/24	Fri, 03/08/24
MARCH	03/15/24	Tue, 03/19/24	Mon, 03/25/24
	03/31/24	Tue, 04/02/24	Wed, 04/10/24
APRIL	04/15/24	Wed, 04/17/24	Thu, 04/25/24
	04/30/24	Thu, 05/02/24	Fri, 05/10/24
MAY	05/15/24	Fri, 05/17/24	Fri, 05/24/24
	05/31/24	Tue, 06/04/24	Mon, 06/10/24
JUNE	06/15/24	Tue, 06/18/24	Tue, 06/25/24
	06/30/24	Tue, 07/02/24	Wed, 07/10/24

“Direct Deposit/ Check Date” shows the date that payment will be issued. For those payees that have selected direct deposit or pay cards, this is also the date that funds will be available in their accounts.

“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.

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

Email: [payroll-az@acumen2.net](mailto:payroll-az@acumen2.net) Fax: 1(866) 708-3440 Customer Service: 1(866) 795-7162

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