CA A4AA Employee Payment Schedule
Effective July 1, 2025

To ensure that your employees are always paid on time, please approve, and submit all timesheets and payment requests 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. Hours worked need to be entered and approved no later than 21 days after the date of service.

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:

http://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 877-211-3738

"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	07/15/25	Wed, 07/16/25	Fri, 07/25/25
	07/31/25	Fri, 08/01/25	Fri, 08/08/25
AUGUST	08/15/25	Mon, 08/18/25	Mon, 08/25/25
	08/31/25	Mon, 09/01/25	Wed, 09/10/25
SEPTEMBER	09/15/25	Tue, 09/16/25	Thu, 09/25/25
	09/30/25	Wed, 10/01/25	Fri, 10/10/25
OCTOBER	10/15/25	Thu, 10/16/25	Fri, 10/24/25
	10/31/25	Mon, 11/03/25	Mon, 11/10/25
NOVEMBER	11/15/25	Mon, 11/17/25	Tue, 11/25/25
	11/30/25	Mon, 12/01/25	Wed, 12/10/25
DECEMBER	12/15/25	Tue, 12/16/25	Tue, 12/23/25
	12/31/25	Thu, 01/01/26	Fri, 01/09/26
JANUARY	01/15/26	Fri, 01/16/26	Fri, 01/23/26
	01/31/26	Mon, 02/02/26	Tue, 02/10/26
FEBRUARY	02/15/26	Mon, 02/16/26	Wed, 02/25/26
	02/28/26	Mon, 03/02/26	Tue, 03/10/26
MARCH	03/15/26	Mon, 03/16/26	Wed, 03/25/26
	03/31/26	Wed, 04/01/26	Fri, 04/10/26
APRIL	04/15/26	Thu, 04/16/26	Fri, 04/24/26
	04/30/26	Fri, 05/01/26	Fri, 05/08/26
MAY	05/15/26	Mon, 05/18/26	Fri, 05/22/26
	05/31/26	Mon, 06/01/26	Wed, 06/10/26
JUNE	06/15/26	Tue, 06/16/26	Thu, 06/25/26
	06/30/26	Wed, 07/01/26	Fri, 07/10/26

"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 payees and keep a copy in a safe place for easy reference.

Email: payroll-CA@acumen2.net
Fax: 1(888) 715-9391 **Customer Service**: 877-211-3738

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