



CA SDP-DO EMPLOYEE Payment Schedule Effective July 1, 2025

To ensure that your employees are always paid on time, please approve, and submit all time entries by the “Submissions Due NO Later Than” date, **even if it falls on a weekend or holiday**. These dates are strictly enforced, and time submissions approved and/or received after the deadlines will be processed in the following payment period.

Certain service codes in the program are subject to an E.V.V. method of entry. Unless an employee is eligible by the program for electronic visit verification (E.V.V.) live-in exemption, the use of an E.V.V. compliant method of time submission is **required**. 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. The complimentary mobile app is available via Google Play Store or Apple App Store, and it is called “DCI Mobile E.V.V.” When prompted, enter the System Identifier 228636.

Employees who are providing services that do not require an E.V.V. entry method or employees formally approved as live-in exempt from the EVV requirement can enter their 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 need additional information regarding service codes that are subject to E.V.V. or need help using DCI or the Mobile App, contact your local CA-based agent or Acumen’s Customer Service Department at (888) 516-2432.

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

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

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

“Direct Deposit/Check Date” 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.

“Submissions Due NO Later Than” is the last date that your employee’s time can be approved, for the pay period in order to be paid as scheduled.

Please share this schedule with your employees and keep a copy in a safe place for easy reference.
Acumen Fiscal Agent 5416 E. Baseline Rd., Suite 200 Mesa, AZ 85206 Email: Payroll-CA@acumen2.net