HI CLP-PD and VDC Payment Schedule
Effective July 1, 2024 – June 30, 2025

To ensure that your employees and/or vendors are always paid on time, please approve and submit all time sheets/entries and vendor/reimbursement requests by 9pm HST of the due date, **even if it falls on a weekend or holiday (see dates with an *).** Those received after 9pm HST of that date will be processed in the following payment period. Employees are required to have direct deposit unless special approval is given.

To help ensure that the time worked gets to our offices by the due date, please use our Web Time Entry (WTE) system through DCI, or the Mobile App option. To access DCI, go to **acumen.dcisoftware.com** Employers must be sure all hours are entered accurately and approved by 9pm Hawaii time for them to be paid on the payment date.

If you prefer, you can fax timesheets 24/7 to **866-240-2386 or email them to payroll-hi@acumen2.net. Please contact Acumen Customer Service Call Center at 866-759-9498 to confirm that your time sheet has been received**. Contact your Acumen Agent at 808-452-1322 if you have any questions or concerns**.**

MONTH	Payroll Start	Payroll End	Submission due by 9pm HST	PAYMENT DATE DIRECT DEPOSIT OR CHECK DATE
JULY	7/1/2024	7/15/2024	Tue, 07/16/24	Mon, 07/22/24
	7/16/2024	7/31/2024	Thu, 08/01/24	Wed, 08/07/24
AUGUST	8/1/2024	8/15/2024	Fri, 08/16/24	Thu, 08/22/24
	8/16/2024	8/31/2024	Sun, 09/01/24*	Fri, 09/06/24
SEPTEMBER	9/1/2024	9/15/2024	Mon, 09/16/24	Fri, 09/20/24
	9/16/2024	9/30/2024	Tue, 10/01/24	Mon, 10/07/24
OCTOBER	10/1/2024	10/15/2024	Wed, 10/16/24	Tue, 10/22/24
	10/16/2024	10/31/2024	Fri, 11/01/24	Thu, 11/07/24
NOVEMBER	11/1/2024	11/15/2024	Sat, 11/16/24*	Fri, 11/22/24
	11/16/2024	11/30/2024	Sun, 12/01/24*	Fri, 12/06/24
DECEMBER	12/1/2024	12/15/2024	Mon, 12/16/24	Fri, 12/20/24
	12/16/2024	12/31/2024	Wed, 01/01/25*	Tue, 01/07/25
JANUARY	1/1/2025	1/15/2025	Thu, 01/16/25	Wed, 01/22/25
	1/16/2025	1/31/2025	Sat, 02/01/25*	Fri, 02/07/25
FEBRUARY	2/1/2025	2/15/2025	Sun, 02/16/25*	Fri, 02/21/25
	2/16/2025	2/28/2025	Sat, 03/01/25*	Fri, 03/07/25
MARCH	3/1/2025	3/15/2025	Sun, 03/16/25*	Fri, 03/21/25
	3/16/2025	3/31/2025	Tue, 04/01/25	Mon, 04/07/25
APRIL	4/1/2025	4/15/2025	Wed, 04/16/25	Tue, 04/22/25
	4/16/2025	4/30/2025	Thu, 05/01/25	Wed, 05/07/25
MAY	5/1/2025	5/15/2025	Fri, 05/16/25	Thu, 05/22/25
	5/16/2025	5/31/2025	Sun, 06/01/25*	Fri, 06/06/25
JUNE	6/1/2025	6/15/2025	Mon, 06/16/25	Fri, 06/20/25
	6/16/2025	6/30/2025	Tue, 07/01/25	Mon, 07/07/25

PLEASE SHARE THIS SCHEDULE WITH YOUR EMPLOYEES, AND KEEP A COPY IN A SAFE PLACE FOR EASY REFERENCE