



## **HI CLP-PD and VDC Payment Schedule**

### **Effective July 1, 2025 – June 30, 2026**

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 808-452-1323 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	7/1/2025	7/15/2025	Wed, 07/16/25	Tue, 07/22/25
	7/16/2025	7/31/2025	Fri, 08/01/25	Thu, 08/07/25
AUGUST	8/1/2025	8/15/2025	Sat, 08/16/25*	Fri, 08/22/25
	8/16/2025	8/31/2025	Mon, 09/01/25*	Fri, 09/05/25
SEPTEMBER	9/1/2025	9/15/2025	Tue, 09/16/25	Mon, 09/22/25
	9/16/2025	9/30/2025	Wed, 10/01/25	Tue, 10/07/25
OCTOBER	10/1/2025	10/15/2025	Thu, 10/16/25	Wed, 10/22/25
	10/16/2025	10/31/2025	Sat, 11/01/25*	Fri, 11/07/25
NOVEMBER	11/1/2025	11/15/2025	Sun, 11/16/25*	Fri, 11/21/25
	11/16/2025	11/30/2025	Mon, 12/01/25	Fri, 12/05/25
DECEMBER	12/1/2025	12/15/2025	Tue, 12/16/25	Mon, 12/22/25
	12/16/2025	12/31/2025	Thu, 01/01/26*	Wed, 01/07/26
JANUARY	1/1/2026	1/15/2026	Fri, 01/16/26	Thu, 01/22/26
	1/16/2026	1/31/2026	Sun, 02/01/26*	Fri, 02/06/26
FEBRUARY	2/1/2026	2/15/2026	Mon, 02/16/26*	Fri, 02/20/26
	2/16/2026	2/28/2026	Sun, 03/01/26*	Fri, 03/06/26
MARCH	3/1/2026	3/15/2026	Mon, 03/16/26	Fri, 03/20/26
	3/16/2026	3/31/2026	Wed, 04/01/26	Tue, 04/07/26
APRIL	4/1/2026	4/15/2026	Thu, 04/16/26	Wed, 04/22/26
	4/16/2026	4/30/2026	Fri, 05/01/26	Thu, 05/07/26
MAY	5/1/2026	5/15/2026	Sat, 05/16/26*	Fri, 05/22/26
	5/16/2026	5/31/2026	Mon, 06/01/26	Fri, 06/05/26
JUNE	6/1/2026	6/15/2026	Tue, 06/16/26	Mon, 06/22/26
	6/16/2026	6/30/2026	Wed, 07/01/26	Tue, 07/07/26

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