



## IL VDC Programs Payment Schedule Effective December 15, 2024

To ensure that your employees and/or vendors are always paid on time, please approve and submit all time by the due date, even if it falls on a weekend or holiday. These dates are strictly enforced, and time approved after that date will be processed in the following payment period.

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: <https://acumen.dcisoftware.com/>

If you would like to attend a webinar on how to use either the Mobile App or online Web Time Entry portal, visit [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com) and click on the Events tab.

	MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date	
<b>“MONTH”</b> refers to the month that services were provided.	DECEMBER	12/28/2024	12/30/2024	Fri, 01/03/25	<b>“Direct Deposit/Check Date”</b> 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.
		1/11/2025	1/13/2025	Fri, 01/17/25	
	JANUARY	1/25/2025	1/27/2025	Fri, 01/31/25	
		2/8/2025	2/10/2025	Fri, 02/14/25	
	FEBRUARY	2/22/2025	2/24/2025	Fri, 02/28/25	
		3/8/2025	3/10/2025	Fri, 03/14/25	
<b>“Payment Period End Date”</b> is the last day of services in the pay period.	MARCH	3/22/2025	3/24/2025	Fri, 03/28/25	
		4/5/2025	4/7/2025	Fri, 04/11/25	
	APRIL	4/19/2025	4/21/2025	Fri, 04/25/25	
		5/3/2025	5/5/2025	Fri, 05/09/25	
	MAY	5/17/2025	5/19/2025	Fri, 05/23/25	
		5/31/2025	6/2/2025	Fri, 06/06/25	
	JUNE	6/14/2025	6/16/2025	Fri, 06/20/25	
		6/28/2025	6/30/2025	Thu, 07/03/25	
	JULY	7/12/2025	7/14/2025	Fri, 07/18/25	<b>“Submissions Due NO Later Than”</b> is the last date that your employee’s time can be approved and your vendor payment requests can be submitted, 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.