



## IN REAL Services CDACP Payroll Schedule Effective July 1, 2023

Please share this schedule with your employees and keep a copy in a safe place for easy reference.

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

You may fax your submissions to 866-238-0269. Acumen's fax machines can receive faxes 24 hours a day, 7 days a week. Please be sure to get verification from the fax machine that your fax was successfully sent.

If you have any questions or concerns, contact our Customer Call Center at 866-240-5188.

	MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“MONTH”</b> refers to the month that services were provided.</p> </div>	JULY	07/15/23	Tue, 07/18/23	Tue, 07/25/23
		07/31/23	Wed, 08/02/23	Thu, 08/10/23
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Payment Period End Date”</b> is the last day of services in the pay period.</p> </div>	AUGUST	08/15/23	Thu, 08/17/23	Fri, 08/25/23
		08/31/23	Mon, 09/04/23	Fri, 09/08/23
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Direct Deposit/Check Date”</b> 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.</p> </div>	SEPTEMBER	09/15/23	Tue, 09/19/23	Mon, 09/25/23
		09/30/23	Tue, 10/03/23	Tue, 10/10/23
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	OCTOBER	10/15/23	Tue, 10/17/23	Wed, 10/25/23
		10/31/23	Thu, 11/02/23	Thu, 11/09/23
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	NOVEMBER	11/15/23	Fri, 11/17/23	Wed, 11/22/23
		11/30/23	Mon, 12/04/23	Sat, 12/09/23
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	DECEMBER	12/15/23	Tue, 12/19/23	Fri, 12/22/23
		12/31/23	Tue, 01/02/24	Wed, 01/10/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	JANUARY	01/15/24	Wed, 01/17/24	Thu, 01/25/24
		01/31/24	Fri, 02/02/24	Fri, 02/09/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	FEBRUARY	02/15/24	Mon, 02/19/24	Fri, 02/23/24
		02/29/24	Mon, 03/04/24	Fri, 03/08/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	MARCH	03/15/24	Tue, 03/19/24	Mon, 03/25/24
		03/31/24	Tue, 04/02/24	Wed, 04/10/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	APRIL	04/15/24	Wed, 04/17/24	Thu, 04/25/24
		04/30/24	Thu, 05/02/24	Fri, 05/10/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	MAY	05/15/24	Fri, 05/17/24	Fri, 05/24/24
		05/31/24	Tue, 06/04/24	Mon, 06/10/24
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>“Submissions Due NO Later Than”</b> is the last date that your time sheets or payment requests can be received for the pay period.</p> </div>	JUNE	06/15/24	Tue, 06/18/24	Tue, 06/25/24
		06/30/24	Tue, 07/02/24	Wed, 07/10/24

**You may also mail your time sheet to:**  
 Acumen Fiscal Agent  
 5416 E. Baseline Rd., Suite 200  
 Mesa, AZ 85206