



LA Payroll Schedule Effective 07-01-2023

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

All employee service hours must be entered and approved by the payroll due dates located in the highlighted column, **Payroll Submissions Due Date**. Employers are responsible for ensuring that all employee service dates and hours are entered and approved by the payroll due date. (See *Self-Direction Handbook, page 37, Employer Role*) Hours entered or approved after the payroll due date will not be processed until the following payday. **NO EXCEPTIONS!**

To access the DCI Portal please visit: <http://acumen.dcisoftware.com>. To review training resources on Electronic Visit Verification (EVV), visit our website at www.acumenfiscalagent.com/state/la, *Louisiana EVV Resources*. For questions or concerns, contact our Customer Service Center at 1-855-514-9938.

MONTH	Payroll Period WEEK Bi-weekly	Payroll Submissions DUE DATE	Direct Deposit/Check PAYDAY
JULY	07/02/23 – 07/15/23	Mon, 07/17/23	Fri, 07/28/23
	07/16/23 – 07/29/23	Mon, 07/31/23	Fri, 08/11/23
AUGUST	07/30/23 - 08/12/23	Mon, 08/14/23	Fri, 08/25/23
	08/13/23 - 08/26/23	Mon, 08/28/23	Fri, 09/08/23
SEPTEMBER	08/27/23 – 09/09/23	Mon, 09/11/23	Fri, 09/22/23
	09/10/23 – 09/23/23	Mon, 09/25/23	Fri, 10/06/23
OCTOBER	09/24/23 - 10/07/23	Mon, 10/09/23	Fri, 10/20/23
	10/08/23 - 10/21/23	Mon, 10/23/23	Fri, 11/03/23
NOVEMBER	10/22/23 – 11/04/23	Mon, 11/06/23	Fri, 11/17/23
	11/05/23 – 11/18/23	Mon, 11/20/23	Fri, 12/01/23
DECEMBER	11/19/23 – 12/02/23	Mon, 12/04/23	Fri, 12/15/23
	12/03/23 – 12/16/23	Mon, 12/18/23	Fri, 12/29/23
JANUARY	12/17/23 – 12/30/23	Mon, 01/01/24	Fri, 01/12/24
	12/31/23 – 01/13/24	Mon, 01/15/24	Fri, 01/26/24
FEBRUARY	01/14/24 – 01/27/24	Mon, 01/29/24	Fri, 02/09/24
	01/28/24 – 02/10/24	Mon, 02/12/24	Fri, 02/23/24
MARCH	02/11/24 – 02/24/24	Mon, 02/26/24	Fri, 03/08/24
	02/25/24 – 03/09/24	Mon, 03/11/24	Fri, 03/22/24
APRIL	03/10/24 – 03/23/24	Mon, 03/25/24	Fri, 04/05/24
	03/24/24 – 04/06/24	Mon, 04/08/24	Fri, 04/19/24
MAY	04/07/24 – 04/20/24	Mon, 04/22/24	Fri, 05/03/24
	04/21/24 – 05/04/24	Mon, 05/06/24	Fri, 05/17/24
JUNE	05/05/24 – 05/18/24	Mon, 05/20/24	Fri, 05/31/24
	05/19/24 – 06/01/24	Mon, 06/03/24	Fri, 06/14/24
	06/02/24 – 06/15/24	Mon, 06/17/24	Fri, 06/28/24
	06/16/24 – 06/29/24	Mon, 07/01/24	Fri, 07/12/24

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

“Payment Period WEEK Bi-Weekly”
Dates are the two weeks 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, and your vendor payment requests can be submitted, for the pay period to be paid as scheduled.