



## MT SDEO PAYMENT SCHEDULE

### Effective July 1, 2023

To ensure that your employees are always paid on time, please approve your employee's time by the due date, **even if it falls on a weekend or holiday**. These dates are strictly enforced. Any time that is approved after the due date will be processed in the following payment period.

To make certain that your submission is received by the due date, please use our Web Time Entry / DCI system. Be sure to have all hours entered and approved by the "Submissions Due NO Later Than" date. To access the Web Time Entry / DCI portal system, go to the following link:

<https://www.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, please visit our website at [www.acumenfiscalagent.com](http://www.acumenfiscalagent.com) and click on the "Events" tab. If you have any questions or concerns, contact our Customer Call Center: (877) 824-9356. Submissions for payments can be faxed to: (866) 211-6370 or emailed to payroll-mt@acumen2.net.

"Payment Period Start/End Date" is the first/last day of service pay period.	Payment Period Start Date	Payment Period End Date	Employee Pay/Vendor Requests Due NO Later Than	Direct Deposit/Check Date	"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.
	07/01/23	07/15/23	Mon, 07/17/23	Tue, 07/25/23	
	07/16/23	07/31/23	Wed, 08/02/23	Thu, 08/10/23	
	08/01/23	08/15/23	Thu, 08/17/23	Fri, 08/25/23	
	08/16/23	08/31/23	Sat, 09/02/23	Fri, 09/08/23	
	09/01/23	09/15/23	Sun, 09/17/23	Mon, 09/25/23	
	09/16/23	09/30/23	Mon, 10/02/23	Tue, 10/10/23	
	10/01/23	10/15/23	Tue, 10/17/23	Wed, 10/25/23	
	10/16/23	10/31/23	Thu, 11/02/23	Fri, 11/10/23	
	11/01/23	11/15/23	Fri, 11/17/23	Fri, 11/24/23	
	11/16/23	11/30/23	Sat, 12/02/23	Fri, 12/08/23	
	12/01/23	12/15/23	Sun, 12/17/23	Fri, 12/22/23	
	12/16/23	12/31/23	Tue, 01/02/24	Wed, 01/10/24	
	01/01/24	01/15/24	Wed, 01/17/24	Thu, 01/25/24	
	01/16/24	01/31/24	Fri, 02/02/24	Fri, 02/09/24	
	02/01/24	02/15/24	Sat, 02/17/24	Fri, 02/23/24	
	02/16/24	02/29/24	Sat, 03/02/24	Fri, 03/08/24	
	03/01/24	03/15/24	Sun, 03/17/24	Mon, 03/25/24	
	03/16/24	03/31/24	Tue, 04/02/24	Wed, 04/10/24	
	04/01/24	04/15/24	Wed, 04/17/24	Thu, 04/25/24	
	04/16/24	04/30/24	Thu, 05/02/24	Fri, 05/10/24	
	05/01/24	05/15/24	Fri, 05/17/24	Fri, 05/24/24	
	05/16/24	05/31/24	Sun, 06/02/24	Mon, 06/10/24	
	06/01/24	06/15/24	Mon, 06/17/24	Tue, 06/25/24	
	06/16/24	06/30/24	Tue, 07/02/24	Wed, 07/10/24	

"Employee and Vendor Requests Due NO Later Than" is the last date that your time sheets or payment requests can be received, or that your WTE approvals can be entered, for the pay period.