



North Carolina Innovations-Semi-Monthly Payment Schedule Effective July 1, 2021

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

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

Be sure to have all hours entered and approved by midnight of the “Submissions Due NO Later Than” date. To access web time entry, go to: www.acumenfiscalagent.com/north-carolina/, click on **WebTime Entry** or **DCI Portal**. If you would like to attend a webinar on how to use either the Mobile App or online Web Time Entry portal, click on the Events tab at the top of the webpage provided above. If you cannot remember the employer or employee log-in or client mobile app password, or if you have any questions or concerns, contact our Customer Call Center: (866) 811-3099. Requests for vendor payments can be faxed to: (855) 264-3292.

Be sure to have all hours entered and approved by the “Submissions Due NO Later Than” date.

	MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date	
“MONTH” refers to the month that services were provided.	JULY	07/15/21	Sun, 07/18/21	Fri, 07/30/21	“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.
		07/31/21	Tue, 08/03/21	Fri, 08/13/21	
“Payment Period End Date” is the last day of services in the pay period.	AUGUST	08/15/21	Wed, 08/18/21	Mon, 08/30/21	“Submissions Due NO Later Than” is the last date that your time entries and approvals or vendor requests can be received for the pay period. Be sure to submit no later than midnight of this date.
		08/31/21	Fri, 09/03/21	Wed, 09/15/21	
	SEPTEMBER	09/15/21	Sat, 09/18/21	Thu, 09/30/21	
		09/30/21	Sun, 10/03/21	Fri, 10/15/21	
	OCTOBER	10/15/21	Mon, 10/18/21	Fri, 10/29/21	
		10/31/21	Wed, 11/03/21	Mon, 11/15/21	
	NOVEMBER	11/15/21	Thu, 11/18/21	Tue, 11/30/21	
		11/30/21	Fri, 12/03/21	Wed, 12/15/21	
	DECEMBER	12/15/21	Sat, 12/18/21	Thu, 12/30/21	
		12/31/21	Mon, 01/03/22	Fri, 01/14/22	
	JANUARY	01/15/22	Tue, 01/18/22	Fri, 01/28/22	
		01/31/22	Thu, 02/03/22	Tue, 02/15/22	
	FEBRUARY	02/15/22	Fri, 02/18/22	Mon, 02/28/22	
		02/28/22	Thu, 03/03/22	Tue, 03/15/22	
	MARCH	03/15/22	Fri, 03/18/22	Wed, 03/30/22	
		03/31/22	Sun, 04/03/22	Fri, 04/15/22	
	APRIL	04/15/22	Mon, 04/18/22	Fri, 04/29/22	
		04/30/22	Tue, 05/03/22	Fri, 05/13/22	
	MAY	05/15/22	Wed, 05/18/22	Fri, 05/27/22	
		05/31/22	Fri, 06/03/22	Wed, 06/15/22	
	JUNE	06/15/22	Sat, 06/18/22	Thu, 06/30/22	
		06/30/22	Sun, 07/03/22	Fri, 07/15/22	