

## 1. Why is the payroll schedule changing?

After confirming requirements with the New Jersey Department of Labor, Acumen must issue wages within **10 calendar days** after the pay period ends. To comply - and to get caregivers paid faster - we are updating the payroll schedule.

## 2. When does the new schedule take effect?

The new schedule begins **with the pay period of 2/1–2/15**.

## 3. What are the new deadlines for this first updated cycle?

- Employees submit all time entries by: 2/16
- Employers/Authorized Representatives approve entries by: 2/17
- First updated payday: Tuesday, 2/24

## 4. What is changing about payday?

Payday will move from **Friday to Tuesday**, starting with the **2/24** pay date.

## 5. Will payroll still be bi-weekly?

Yes. The bi-weekly structure remains the same.

## 6. How much faster will caregivers be paid?

The time from the end of the pay period to payday will drop from **13 days to 10 days**, so caregivers will receive wages **three days earlier**.

## 7. Why do I have one less day to approve entries?

Because the timeline has been adjusted to meet the NJ DOL's requirement that entries be processed within 10 calendar days. While the overall schedule shifted, the employer/AR approval window changed by only one day, keeping the process manageable.

## 8. What do employees need to do differently?

Employees **must enter punches throughout the pay period**, not all at once at the end. This ensures employers/ARs can approve entries quickly and prevents last-minute delays.

## 9. What do employers/authorized representatives need to do differently?

Plan to approve entries **one day earlier** than before.

Timely approvals are essential to ensure caregivers receive pay on the new accelerated schedule.

## 10. Where can I find the new payroll calendar?

Updated Payroll Calendar: [Linked Here](#)

## 12. Who do I contact with questions or for support?

- **Email your agent:** enrollment-nj@acumen2.net
- **Call your agent:** 848-400-5903
- **24/7 Customer Service:** 833-892-0413