



NV OCL-CS Employee Payment Schedule Effective July 1, 2025

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: <http://acumen.dcisoftware.com>

Employers and employees, if you need help learning how to enter or approve hours electronically, you can find training materials within the “Help” link in the top right upper corner of your DCI portal dashboard. If you have difficulty logging in, please contact our customer service team at (866) 644-4188.

<i>Payment Period Start Date</i>	<i>Payment Period End Date</i>	<i>Employee Pay/Vendor Requests Due NO Later Than</i>	<i>Direct Deposit/Check Date</i>
07/01/25	07/15/25	Wed, 07/16/25	Wed, 07/23/25
07/16/25	07/31/25	Fri, 08/01/25	Fri, 08/08/25
08/01/25	08/15/25	Sat, 08/16/25	Fri, 08/22/25
08/16/25	08/31/25	Mon, 09/01/25	Mon, 09/08/25
09/01/25	09/15/25	Tue, 09/16/25	Tue, 09/23/25
09/16/25	09/30/25	Wed, 10/01/25	Wed, 10/08/25
10/01/25	10/15/25	Thu, 10/16/25	Thu, 10/23/25
10/16/25	10/31/25	Sat, 11/01/25	Fri, 11/07/25
11/01/25	11/15/25	Sun, 11/16/25	Fri, 11/21/25
11/16/25	11/30/25	Mon, 12/01/25	Mon, 12/08/25
12/01/25	12/15/25	Tue, 12/16/25	Tue, 12/23/25
12/16/25	12/31/25	Thu, 01/01/26	Thu, 01/08/26
01/01/26	01/15/26	Fri, 01/16/26	Fri, 01/23/26
01/16/26	01/31/26	Sun, 02/01/26	Fri, 02/06/26
02/01/26	02/15/26	Mon, 02/16/26	Mon, 02/23/26
02/16/26	02/28/26	Sun, 03/01/26	Fri, 03/06/26
03/01/26	03/15/26	Mon, 03/16/26	Mon, 03/23/26
03/16/26	03/31/26	Wed, 04/01/26	Wed, 04/08/26
04/01/26	04/15/26	Thu, 04/16/26	Thu, 04/23/26
04/16/26	04/30/26	Fri, 05/01/26	Fri, 05/08/26
05/01/26	05/15/26	Sat, 05/16/26	Fri, 05/22/26
05/16/26	05/31/26	Mon, 06/01/26	Mon, 06/08/26
06/01/26	06/15/26	Tue, 06/16/26	Tue, 06/23/26
06/16/26	06/30/26	Wed, 07/01/26	Wed, 07/08/26

“Payment Period Start/End Date” is the first/last day of service pay period (days worked).

“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.

“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.