



## OH AAoA of NW OH Levy Payment Schedule Effective July 1, 2023

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

To help ensure that your employee's time submission gets to our offices by the due date, please use our Web Time Entry (WTE) system, DCI. Be sure to have all hours entered and approved by the "Submissions Due NO Later Than" date. To access DCI, go to: <https://www.acumenfiscalagent.com/ohio/>

If you prefer, you may fax your submissions to 866-862-6862. Acumen's fax machines can receive faxes 24 hours a day, 7 days a week. Please be sure to get verification from the fax machine that your fax was successfully sent. If you have any questions or concerns, contact our Customer Call Center at 866-862-6861.

MONTH	Payment Period End Date	Submissions Due NO Later Than	Direct Deposit/Check Date
JULY	07/15/23	Wed, 07/19/23	Fri, 07/28/23
	07/31/23	Fri, 08/04/23	Tue, 08/15/23
AUGUST	08/15/23	Sat, 08/19/23	Wed, 08/30/23
	08/31/23	Mon, 09/04/23	Fri, 09/15/23
SEPTEMBER	09/15/23	Tue, 09/19/23	Fri, 09/29/23
	09/30/23	Wed, 10/04/23	Fri, 10/13/23
OCTOBER	10/15/23	Thu, 10/19/23	Mon, 10/30/23
	10/31/23	Sat, 11/04/23	Wed, 11/15/23
NOVEMBER	11/15/23	Sun, 11/19/23	Thu, 11/30/23
	11/30/23	Mon, 12/04/23	Fri, 12/15/23
DECEMBER	12/15/23	Tue, 12/19/23	Fri, 12/29/23
	12/31/23	Thu, 01/04/24	Fri, 01/12/24
JANUARY	01/15/24	Fri, 01/19/24	Tue, 01/30/24
	01/31/24	Sun, 02/04/24	Thu, 02/15/24
FEBRUARY	02/15/24	Mon, 02/19/24	Thu, 02/29/24
	02/29/24	Mon, 03/04/24	Fri, 03/15/24
MARCH	03/15/24	Tue, 03/19/24	Fri, 03/29/24
	03/31/24	Thu, 04/04/24	Mon, 04/15/24
APRIL	04/15/24	Fri, 04/19/24	Tue, 04/30/24
	04/30/24	Sat, 05/04/24	Wed, 05/15/24
MAY	05/15/24	Sun, 05/19/24	Thu, 05/30/24
	05/31/24	Tue, 06/04/24	Fri, 06/14/24
JUNE	06/15/24	Wed, 06/19/24	Fri, 06/28/24
	06/30/24	Thu, 07/04/24	Mon, 07/15/24

"MONTH" refers to the month that services were provided.

"Payment Period End Date" is the last day 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 time sheets can be received or that your WTE approvals can be entered for the pay period.

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

**You may also mail your time sheet to:**

Acumen Fiscal Agent  
5416 E. Baseline Rd., Suite 200  
Mesa, AZ 85206