



PA VDC Payment Schedule **Effective March 16, 2025 – March 15, 2026**

To ensure that your employees and/or vendors are always paid on time, please approve and submit all time sheets/entries and vendor/reimbursement requests by 9pm EST of the due date, **even if it falls on a weekend or holiday (see dates with an *)**. Those received after 9pm EST of that date will be processed in the following payment period. Employees are required to have direct deposit unless special approval is given.

To help ensure that the time worked gets to our offices by the due date, please use our Web Time Entry (WTE) system through DCI, or the Mobile App option. To access DCI, go to **acumen.dcisoftware.com**. Employers must be sure all hours are entered accurately and approved by 9pm Pennsylvania time for them to be paid on the payment date.

If you prefer, you can fax timesheets 24/7 to **866-499-3078** or email them to **payroll-PA@acumen2.net**. **Please contact Acumen Customer Service Call Center at 833-892-0414 to confirm that your time sheet has been received.** Contact your Acumen Agent at (833)-892-0414 if you have any questions or concerns.

Month	Payroll Start	Payroll End	Submission due by 9pm EST	Pay Date Check and Direct Deposit
MAR	3/2/2025	3/15/2025	Mon, 03/17/25	Fri, 03/21/25
	3/16/2025	3/29/2025	Mon, 03/31/25	Fri, 04/04/25
APR	3/30/2025	4/12/2025	Mon, 04/14/25	Fri, 04/18/25
	4/13/2025	4/26/2025	Mon, 04/28/25	Fri, 05/02/25
MAY	4/27/2025	5/10/2025	Mon, 05/12/25	Fri, 05/16/25
	5/11/2025	5/24/2025	Mon, 05/26/25*	Fri, 05/30/25
	5/25/2025	6/7/2025	Mon, 06/09/25	Fri, 06/13/25
JUN	6/8/2025	6/21/2025	Mon, 06/23/25	Fri, 06/27/25
	6/22/2025	7/5/2025	Mon, 07/07/25	Fri, 07/11/25
JUL	7/6/2025	7/19/2025	Mon, 07/21/25	Fri, 07/25/25
	7/20/2025	8/2/2025	Mon, 08/04/25	Fri, 08/08/25
AUG	8/3/2025	8/16/2025	Mon, 08/18/25	Fri, 08/22/25
	8/17/2025	8/30/2025	Mon, 09/01/25*	Fri, 09/05/25
SEP	8/31/2025	9/13/2025	Mon, 09/15/25	Fri, 09/19/25
	9/14/2025	9/27/2025	Mon, 09/29/25	Fri, 10/03/25
OCT	9/28/2025	10/11/2025	Mon, 10/13/25	Fri, 10/17/25
	10/12/2025	10/25/2025	Mon, 10/27/25	Fri, 10/31/25
NOV	10/26/2025	11/8/2025	Mon, 11/10/25	Fri, 11/14/25
	11/9/2025	11/22/2025	Mon, 11/24/25	Fri, 11/28/25
	11/23/2025	12/6/2025	Mon, 12/08/25	Fri, 12/12/25
DEC	12/7/2025	12/20/2025	Mon, 12/22/25	Fri, 12/26/25
	12/21/2025	1/3/2026	Mon, 01/05/26	Fri, 01/09/26
JAN	1/4/2026	1/17/2026	Mon, 01/19/26*	Fri, 01/23/26
	1/18/2026	1/31/2026	Mon, 02/02/26	Fri, 02/06/26

PLEASE SHARE THIS SCHEDULE WITH YOUR EMPLOYEES, AND KEEP A COPY IN A SAFE PLACE FOR EASY REFERENCE