



## SD Family Support 360 Payment Schedule – July 2023 to June 2024

To ensure that your employees are always paid on time, please ensure your employee’s time is entered and approved online by the due date, *even if it falls on a weekend or holiday*. These dates are strictly enforced. Any time that is approved after the due date or payment requests received after that date will be processed for the following payment period. Be sure to have all hours entered and approved by the “Submissions Due NO Later Than” date. To access the DCI Employer and Employee Portal, go to: <http://acumen.dcisoftware.com>

If you prefer, you may fax your submissions to (866) 496-4564. 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 one of our agents, or our Customer Call Center at (866) 499-0624 or email us at [enrollment@acumen2.net](mailto:enrollment@acumen2.net)

| <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> |
|----------------------------------|--------------------------------|---|----------------------------------|
| 07/02/23                         | 07/15/23                       | Mon, 07/17/23   | Fri, 07/28/23                    |
| 07/16/23                         | 07/29/23                       | Mon, 07/31/23   | Fri, 08/11/23                    |
| 07/30/23                         | 08/12/23                       | Mon, 08/14/23   | Fri, 08/25/23                    |
| 08/13/23                         | 08/26/23                       | Mon, 08/28/23   | Fri, 09/08/23                    |
| 08/27/23                         | 09/09/23                       | Mon, 09/11/23   | Fri, 09/22/23                    |
| 09/10/23                         | 09/23/23                       | Mon, 09/25/23   | Fri, 10/06/23                    |
| 09/24/23                         | 10/07/23                       | Mon, 10/09/23   | Fri, 10/20/23                    |
| 10/08/23                         | 10/21/23                       | Mon, 10/23/23   | Fri, 11/03/23                    |
| 10/22/23                         | 11/04/23                       | Mon, 11/06/23   | Fri, 11/17/23                    |
| 11/05/23                         | 11/18/23                       | Mon, 11/20/23   | Fri, 12/01/23                    |
| 11/19/23                         | 12/02/23                       | Mon, 12/04/23   | Fri, 12/15/23                    |
| 12/03/23                         | 12/16/23                       | Mon, 12/18/23   | Fri, 12/29/23                    |
| 12/17/23                         | 12/30/23                       | Tue, 01/02/24   | Fri, 01/12/24                    |
| 12/31/23                         | 01/13/24                       | Tue, 01/16/24   | Fri, 01/26/24                    |
| 01/14/24                         | 01/27/24                       | Mon, 01/29/24   | Fri, 02/09/24                    |
| 01/28/24                         | 02/10/24                       | Mon, 02/12/24   | Fri, 02/23/24                    |
| 02/11/24                         | 02/24/24                       | Mon, 02/26/24   | Fri, 03/08/24                    |
| 02/25/24                         | 03/09/24                       | Mon, 03/11/24   | Fri, 03/22/24                    |
| 03/10/24                         | 03/23/24                       | Mon, 03/25/24   | Thu, 04/04/24                    |
| 03/24/24                         | 04/06/24                       | Mon, 04/08/24   | Fri, 04/19/24                    |
| 04/07/24                         | 04/20/24                       | Mon, 04/22/24   | Fri, 05/03/24                    |
| 04/21/24                         | 05/04/24                       | Mon, 05/06/24   | Fri, 05/17/24                    |
| 05/05/24                         | 05/18/24                       | Mon, 05/20/24   | Fri, 05/31/24                    |
| 05/19/24                         | 06/01/24                       | Mon, 06/03/24   | Fri, 06/14/24                    |
| 06/02/24                         | 06/15/24                       | Mon, 06/17/24   | Fri, 06/28/24                    |
| 06/16/24                         | 06/29/24                       | Mon, 07/01/24   | Fri, 07/12/24                    |

“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.

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