



## UT DSPD Payroll Schedule Effective July 1, 2023 - June 30, 2024

To ensure that your employees are always paid on time, please approve and submit all time entries by the “Submissions Due NO Later Than” date, **even if it falls on a weekend or holiday**. These dates are strictly enforced and time submissions approved and/or received after the deadlines will be processed in the following payment period.

Unless an employee has been granted formal electronic visit verification (E.V.V.) live-in exemption, they must use an E.V.V. compliant method of time submission. The best option is the DCI mobile app, where employees clock in and out in real time using a smart phone or web enabled tablet. Employees should go to their Google Play Store or Apple App Store and install the free app called “DCI Mobile E.V.V.” When prompted, enter the System Identifier 228636.

Employees who are formally approved as live-in exempt from the EVV mandate can enter their hours using the online DCI portal website with a laptop, computer or any other type of web enabled device. To access the site go to:

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

If you need help using DCI, contact your local Utah-based agent or Acumen’s Customer Service Department at (888)221-7014.

|   | MONTH     | Payment Period End Date | Submissions Due NO Later Than | Direct Deposit/Check Date |  |
|---|-----------|-------------------------|-------------------------------|---------------------------|--|
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“MONTH” refers to the month that services were provided.</p> </div>                 | JULY      | 07/15/23                | Tue, 07/18/23                 | Tue, 07/25/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“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.</p> </div> |
|   |           | 07/31/23                | Thu, 08/03/23                 | Thu, 08/10/23             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | AUGUST    | 08/15/23                | Fri, 08/18/23                 | Fri, 08/25/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 08/31/23                | Sun, 09/03/23                 | Fri, 09/08/23             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | SEPTEMBER | 09/15/23                | Mon, 09/18/23                 | Mon, 09/25/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 09/30/23                | Tue, 10/03/23                 | Tue, 10/10/23             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | OCTOBER   | 10/15/23                | Wed, 10/18/23                 | Wed, 10/25/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 10/31/23                | Fri, 11/03/23                 | Thu, 11/09/23             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | NOVEMBER  | 11/15/23                | Sat, 11/18/23                 | Fri, 11/24/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 11/30/23                | Sun, 12/03/23                 | Fri, 12/08/23             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | DECEMBER  | 12/15/23                | Mon, 12/18/23                 | Fri, 12/22/23             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 12/31/23                | Wed, 01/03/24                 | Wed, 01/10/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | JANUARY   | 01/15/24                | Thu, 01/18/24                 | Thu, 01/25/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 01/31/24                | Sat, 02/03/24                 | Fri, 02/09/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | FEBRUARY  | 02/15/24                | Sun, 02/18/24                 | Fri, 02/23/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 02/29/24                | Sun, 03/03/24                 | Fri, 03/08/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | MARCH     | 03/15/24                | Mon, 03/18/24                 | Mon, 03/25/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 03/31/24                | Wed, 04/03/24                 | Wed, 04/10/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | APRIL     | 04/15/24                | Thu, 04/18/24                 | Thu, 04/25/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 04/30/24                | Fri, 05/03/24                 | Fri, 05/10/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | MAY       | 05/15/24                | Sat, 05/18/24                 | Fri, 05/24/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 05/31/24                | Mon, 06/03/24                 | Mon, 06/10/24             |  |
| <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Payment Period End Date” is the last day of services in the pay period.</p> </div> | JUNE      | 06/15/24                | Tue, 06/18/24                 | Tue, 06/25/24             | <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>“Submissions Due NO Later Than” is the last date that your timesheets can be received or that your DCI time entries can be entered and approved for the pay period</p> </div>  |
|   |           | 06/30/24                | Wed, 07/03/24                 | Wed, 07/10/24             |  |