



FMS

12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
 952-935-3515 | 866-935-3515 (toll free)
 952-855-8349 (fax)

FMSpayroll@accracare.org (inquires/questions)

All Timesheets or EVV entries are due by 12 noon on the Tuesday after the end of the pay period.

Paper timesheets may be:

- Emailed to FMSmytime@accracare.org as a **PDF attachment**. (JPEGs are not processable).
- Faxed to 952-855-8349.
- Mailed to the Minnetonka address above.
- Dropped off at one of our local Accra Offices in your area.

EVV time entries are submitted electronically via the provided website/application and each shift should be approved as soon as it is completed.

Payroll Information:

- Timesheets must be submitted each pay period according to the payroll schedule if the caregiver worked in that pay period.
- Please submit time worked in increments of 15 minutes, include Mo/Day/Yr daily, and Time-in/Time-out for each day worked.
- Please watch your email for two separate verifications: 1) that your caregivers' time was received and 2) that it was processed. Also, please wait 48 hours after submitting your timesheet to contact Accra to verify if timesheet has been received or processed.
- Caregivers working on the holidays listed below and their two approved floating holidays will automatically be paid 1.5 times their normal pay rate. If holiday time is not included in the budget for staffing, this will reduce the staffing funds remaining for the rest of the budget span.
 - New Year's Day (1/1/23) - Martin Luther King Jr. Day (1/16/23) - Memorial Day (5/29/23) – Labor Day (9/4/23) - Thanksgiving (11/23/23)
- Holidays do not affect the pay period deadlines.

****Pay stubs are available online via ADP.**

☐ = the end of the pay period \$ = Pay Day

| January | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | \$ | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | \$ | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | \$ | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | \$ | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | \$ | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | \$ | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | \$ | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | \$ | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | \$ | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | \$ | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | \$ | 27 |
| 28 | 29 | 30 | 31 | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | \$ | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | \$ | 27 | 28 | 29 | 30 | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | \$ | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | \$ | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | \$ | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | \$ | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | \$ | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | \$ | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | \$ | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | \$ | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | \$ | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | \$ | 31 | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | \$ | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | \$ | 28 | 29 | 30 | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | \$ | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | \$ | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |
| 30 | 31 | | | | | |

See back side for complete calendar and deadline dates

All Timesheets or EVV entries are due by 12 noon on the Tuesday after the end of the pay period.

- Please be advised: Timesheets or EVV entries received after 12 noon on Tuesday, or with missing information or errors, could delay caregiver payment until after the regularly scheduled pay date.

| Pay Period # | Pay Period Start Date | Pay Period End Date | Timecard Deadline Date @noon | Pay Date |
|--------------|-----------------------|---------------------|------------------------------|-------------------------------|
| 1 | 12/18/2022 | 12/31/2022 | 1/3/2023 | 1/9/2023 |
| 2 | 1/1/2023 | 1/14/2023 | 1/17/2023 | 1/23/2023 |
| 3 | 1/15/2023 | 1/28/2023 | 1/31/2023 | 2/6/2023 |
| 4 | 1/29/2023 | 2/11/2023 | 2/14/2023 | <u>2/17/2023</u> Friday** |
| 5 | 2/12/2023 | 2/25/2023 | 2/28/2023 | 3/6/2023 |
| 6 | 2/26/2023 | 3/11/2023 | 3/14/2023 | 3/20/2023 |
| 7 | 3/12/2023 | 3/25/2023 | 3/28/2023 | 4/3/2023 |
| 8 | 3/26/2023 | 4/8/2023 | 4/11/2023 | 4/17/2023 |
| 9 | 4/9/2023 | 4/22/2023 | 4/25/2023 | 5/1/2023 |
| 10 | 4/23/2023 | 5/6/2023 | 5/9/2023 | 5/15/2023 |
| 11 | 5/7/2023 | 5/20/2023 | 5/23/2023 | <u>5/26/2023</u> Friday** |
| 12 | 5/21/2023 | 6/3/2023 | 6/6/2023 | 6/12/2023 |
| 13 | 6/4/2023 | 6/17/2023 | 6/20/2023 | 6/26/2023 |
| 14 | 6/18/2023 | 7/1/2023 | 7/4/2023 | 7/10/2023 |
| 15 | 7/2/2023 | 7/15/2023 | 7/18/2023 | 7/24/2023 |
| 16 | 7/16/2023 | 7/29/2023 | 8/1/2023 | 8/7/2023 |
| 17 | 7/30/2023 | 8/12/2023 | 8/15/2023 | 8/21/2023 |
| 18 | 8/13/2023 | 8/26/2023 | 8/29/2023 | <u>9/1/2023</u> Friday** |
| 19 | 8/27/2023 | 9/9/2023 | 9/12/2023 | 9/18/2023 |
| 20 | 9/10/2023 | 9/23/2023 | 9/26/2023 | 10/2/2023 |
| 21 | 9/24/2023 | 10/7/2023 | 10/10/2023 | 10/16/2023 |
| 22 | 10/8/2023 | 10/21/2023 | 10/24/2023 | 10/30/2023 |
| 23 | 10/22/2023 | 11/4/2023 | 11/7/2023 | 11/13/2023 |
| 24 | 11/5/2023 | 11/18/2023 | 11/21/2023 | 11/27/2023 |
| 25 | 11/19/2023 | 12/2/2023 | 12/5/2023 | 12/11/2023 |
| 26 | 12/3/2023 | 12/16/2023 | 12/19/2023 | <u>12/22/2023</u> Friday** |