



12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
952-935-3515 | 866-935-3515 (toll free) | 952-935-7112 (fax)
Submit paper timesheets via email: mytime@accracare.org

All timesheets are due by 12:00 pm (noon) on the Tuesday after the end of the pay period. Timesheets may be:

- Emailed as a PDF attachment to the email address on your timesheet (JPEGs are not accepted).
• Faxed to the fax number on your timesheet.
• Mailed to the Minnetonka address above.
• Dropped off at one of the Accra service centers in your area.

If timesheets are received after 12:00 pm (noon) on Tuesday, payment may be delayed.

Payroll Information:

- Timesheets must be submitted each pay period according to the payroll schedule, if the employee worked in that pay period.
• Time worked must be submitted in 15-minute increments, include Mo/Day/Yr daily, and Time-in/Time-out, and include AM & PM for each shift worked.
• After submitting a timesheet, please watch your email for two separate verifications: 1) that your caregivers' time was received and 2) that it was processed. Please wait 48 hours after submitting your timesheet to contact Accra to verify if the timesheet has been received or processed.
• Caregivers working PCA or FMS services on the holidays (see dates on calendar below) will automatically be paid 1.5 times their normal pay rate for that day. For FMS clients: 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.
• Pay periods are two weeks long and end on Saturdays. Holidays do not affect the pay period deadlines.
• Employees are not to work more than 40 hours of non-respite services in a pay week.
• Pay stubs are available online via Paylocity.

2025

\$ = Pay Day

= Holiday

☐ = end of the pay period

January calendar grid with symbols for pay days and holidays.

February calendar grid with symbols for pay days and holidays.

March calendar grid with symbols for pay days and holidays.

April calendar grid with symbols for pay days and holidays.

May calendar grid with symbols for pay days and holidays.

June calendar grid with symbols for pay days and holidays.

July calendar grid with symbols for pay days and holidays.

August calendar grid with symbols for pay days and holidays.

September calendar grid with symbols for pay days and holidays.

October calendar grid with symbols for pay days and holidays.

November calendar grid with symbols for pay days and holidays.

December calendar grid with symbols for pay days and holidays.

All timesheets are due by 12:00 pm (noon) on the Tuesday after the end of the pay period.

- Please be advised: timesheets received after 12:00 pm (noon) on Tuesday, or with missing information or errors, could delay payment.
- The ability to receive payments earlier than the paydays listed below is determined by your financial institution, and cannot be influenced by Accra.
- Please submit any direct deposit changes 5 business days in advance to allow adequate time to update before the next payday.

Per #	Period Start Date	Period End Date	Period Deadline Tuesday @ Noon	Pay Date
1	12/15/2024	12/28/2024	12/31/2024	01/06/2025
2	12/29/2024	01/11/2025	01/14/2025	<u>01/17/2025</u> FRIDAY
3	01/12/2025	01/25/2025	01/28/2025	02/03/2025
4	01/26/2025	02/08/2025	02/11/2025	<u>02/14/2025</u> FRIDAY
5	02/09/2025	02/22/2025	02/25/2025	03/03/2025
6	02/23/2025	03/08/2025	03/11/2025	03/17/2025
7	03/09/2025	03/22/2025	03/25/2025	03/31/2025
8	03/23/2025	04/05/2025	04/08/2025	04/14/2025
9	04/06/2025	04/19/2025	04/22/2025	04/28/2025
10	04/20/2025	05/03/2025	05/06/2025	05/12/2025
11	05/04/2025	05/17/2025	05/20/2025	<u>05/23/2025</u> FRIDAY
12	05/18/2025	05/31/2025	06/03/2025	06/09/2025
13	06/01/2025	06/14/2025	06/17/2025	06/23/2025
14	06/15/2025	06/28/2025	07/01/2025	07/07/2025
15	06/29/2025	07/12/2025	07/15/2025	07/21/2025
16	07/13/2025	07/26/2025	07/29/2025	08/04/2025
17	07/27/2025	08/09/2025	08/12/2025	08/18/2025
18	08/10/2025	08/23/2025	08/26/2025	<u>08/29/2025</u> FRIDAY
19	08/24/2025	09/06/2025	09/09/2025	09/15/2025
20	09/07/2025	09/20/2025	09/23/2025	09/29/2025
21	09/21/2025	10/04/2025	10/07/2025	<u>10/10/2025</u> FRIDAY
22	10/05/2025	10/18/2025	10/21/2025	10/27/2025
23	10/19/2025	11/01/2025	11/04/2025	11/10/2025
24	11/02/2025	11/15/2025	11/18/2025	11/24/2025
25	11/16/2025	11/29/2025	12/02/2025	12/08/2025
26	11/30/2025	12/13/2025	12/16/2025	12/22/2025