



12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
 952-935-3515 | 866-935-3515 (toll free) | 952-935-7112 (fax)
 Submit shifts via Accra Mobile

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

- All shifts must be entered by the caregiver on the Accra Mobile app before being approved by both the caregiver and the Responsible Party.
- The Responsible Party may approve shifts either:
 - As the caregiver finishes their shift in the Accra Mobile app.
 - On the Accra Access Portal after the shift is submitted by the caregiver.

If shifts are approved **after** 12:00 pm (noon) on Tuesday, **payment may be delayed.**

Payroll Information:

- Shifts should be logged each day by caregivers as the shift is worked whenever possible, using the Clock-In/Clock-Out option in the Accra Mobile app.
- 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 the noon deadline to contact Accra to verify if the timesheet has been received or processed.
- Pay periods are for two weeks which end on Saturday. **Holidays do not affect the pay period deadlines.**
- Employees are not to work more than 40 hours of PCA services in a pay week.
- Pay stubs are available online via Paylocity.
- Shifts will not be paid before the pay day for the pay period they are in (listed on the back side).
- Caregivers providing PCA services on holidays (see calendar below) will automatically be paid 1.5 times their normal pay rate for that day.

2025

\$ = Pay Day

= Holiday

■ = end of the pay period

January

Su	M	Tu	W	Th	F	Sa
			#	2	3	4
5	\$	7	8	9	10	11
12	13	14	15	16	\$	18
19	#	21	22	23	24	25
26	27	28	29	30	31	

February

Su	M	Tu	W	Th	F	Sa
						1
2	\$	4	5	6	7	8
9	10	11	12	13	\$	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Su	M	Tu	W	Th	F	Sa
						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	\$					

April

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	\$	15	16	17	18	19
20	21	22	23	24	25	26
27	\$	29	30			

May

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	\$	13	14	15	16	17
18	19	20	21	22	\$	24
25	#	27	28	29	30	31

June

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	\$	10	11	12	13	14
15	16	17	18	#	20	21
22	\$	24	25	26	27	28
29	30					

July

Su	M	Tu	W	Th	F	Sa
		1	2	3	#	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		

August

Su	M	Tu	W	Th	F	Sa
					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	\$	30
31						

September

Su	M	Tu	W	Th	F	Sa
	#	2	3	4	5	6
7	8	9	10	11	12	13
14	\$	16	17	18	19	20
21	22	23	24	25	26	27
28	\$	30				

October

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	\$	28	29	30	31	

November

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	\$	#	12	13	14	15
16	17	18	19	20	21	22
23	\$	25	26	#	28	29
30						

December

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	\$	9	10	11	12	13
14	15	16	17	18	19	20
21	\$	23	24	25	26	27
28	29	30	31			

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

- Please be advised: shifts 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