



12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343

952-935-3515 | 866-935-3515 (toll free)

952-935-7112 (fax)

[Payroll@accracare.org](mailto:Payroll@accracare.org) (inquires/questions)

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

**Timesheets may be:**

1. Faxed to 952-935-7112
2. Mailed to the Minnetonka address above
3. Emailed to email address on timesheet as a PDF attachment. (JPEG's are not accepted)
4. Dropped off at one of our local Accra Offices in your area

Any Timesheets received after 12 noon on Tuesday **may delay** employee payment until **after** the regularly scheduled pay date.

**Payroll Information:**

- Timesheets must be submitted each pay period according to the payroll schedule if the employee 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 wait 48 hours after submitting your timesheet to verify if 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 in a pay week.

\*\*\*[Pay stubs are available online via ADP.](#)

☐ = the end of the pay period      S = Pay Day  
2020

January						
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	31	
May						
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
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	18	19
20	\$	22	23	24	25	26
27	28	29	30			

February						
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
June						
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	26	27
28	\$	30				
October						
S	M	T	W	T	F	S
				1	2	3
4	\$	6	7	8	9	10
11	12	13	14	15	16	17
18	\$	20	21	22	23	24
25	26	27	28	29	30	31

March						
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				
July						
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	31	
November						
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	\$					

April						
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		
August						
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					
December						
S	M	T	W	T	F	S
		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	31		

See back side for complete calendar and deadline dates

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

- Please be advised: Timesheets received after 12 noon on Tuesday, or with missing information or errors, **could delay** employee 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	12/22/2019	1/4/2020	1/7/2020	1/13/2020
2	1/5/2020	1/18/2020	1/21/2020	1/27/2020
3	1/19/2020	2/1/2020	2/4/2020	2/10/2020
4	2/2/2020	2/15/2020	2/18/2020	2/24/2020
5	2/16/2020	2/29/2020	3/3/2020	3/9/2020
6	3/1/2020	3/14/2020	3/17/2020	3/23/2020
7	3/15/2020	3/28/2020	3/31/2020	4/6/2020
8	3/29/2020	4/11/2020	4/14/2020	4/20/2020
9	4/12/2020	4/25/2020	4/28/2020	5/4/2020
10	4/26/2020	5/9/2020	5/12/2020	5/18/2020
11	5/10/2020	5/23/2020	5/26/2020	6/1/2020
12	5/24/2020	6/6/2020	6/9/2020	6/15/2020
13	6/7/2020	6/20/2020	6/23/2020	6/29/2020
14	6/21/2020	7/4/2020	7/7/2020	7/13/2020
15	7/5/2020	7/18/2020	7/21/2020	7/27/2020
16	7/19/2020	8/1/2020	8/4/2020	8/10/2020
17	8/2/2020	8/15/2020	8/18/2020	8/24/2020
18	8/16/2020	8/29/2020	9/1/2020	<u>9/4/2020</u> <u>Friday**</u>
19	8/30/2020	9/12/2020	9/15/2020	9/21/2020
20	9/13/2020	9/26/2020	9/29/2020	10/5/2020
21	9/27/2020	10/10/2020	10/13/2020	10/19/2020
22	10/11/2020	10/24/2020	10/27/2020	11/2/2020
23	10/25/2020	11/7/2020	11/10/2020	11/16/2020
24	11/8/2020	11/21/2020	11/24/2020	11/30/2020
25	11/22/2020	12/5/2020	12/8/2020	12/14/2020
26	12/6/2020	12/19/2020	12/22/2020	12/28/2020