



Champions of Homecare

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

\$ = Pay Day

2021

January						
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	22	23
24	\$	26	27	28	29	30
31						
May						
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	\$	29
30	31					
September						
S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	\$	21	22	23	24	25
26	27	28	29	30		

February						
S	M	T	W	T	F	S
	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						
June						
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			
October						
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						

March						
S	M	T	W	T	F	S
	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			
July						
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	31
November						
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				

April						
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	30
August						
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				
December						
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	

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	12/20/2020	1/2/2021	1/5/2021	1/11/2021
2	1/3/2021	1/16/2021	1/19/2021	1/25/2021
3	1/17/2021	1/30/2021	2/2/2021	2/8/2021
4	1/31/2021	2/13/2021	2/16/2021	2/22/2021
5	2/14/2021	2/27/2021	3/2/2021	3/8/2021
6	2/28/2021	3/13/2021	3/16/2021	3/22/2021
7	3/14/2021	3/27/2021	3/30/2021	4/5/2021
8	3/28/2021	4/10/2021	4/13/2021	4/19/2021
9	4/11/2021	4/24/2021	4/27/2021	5/3/2021
10	4/25/2021	5/8/2021	5/11/2021	5/17/2021
11	5/9/2021	5/22/2021	5/25/2021	<u>5/28/2021</u> <u>Friday**</u>
12	5/23/2021	6/5/2021	6/8/2021	6/14/2021
13	6/6/2021	6/19/2021	6/22/2021	6/28/2021
14	6/20/2021	7/3/2021	7/6/2021	7/12/2021
15	7/4/2021	7/17/2021	7/20/2021	7/26/2021
16	7/18/2021	7/31/2021	8/3/2021	8/9/2021
17	8/1/2021	8/14/2021	8/17/2021	8/23/2021
18	8/15/2021	8/28/2021	8/31/2021	<u>9/3/2021</u> <u>Friday**</u>
19	8/29/2021	9/11/2021	9/14/2021	9/20/2021
20	9/12/2021	9/25/2021	9/28/2021	10/4/2021
21	9/26/2021	10/9/2021	10/12/2021	10/18/2021
22	10/10/2021	10/23/2021	10/26/2021	11/1/2021
23	10/24/2021	11/6/2021	11/9/2021	11/15/2021
24	11/7/2021	11/20/2021	11/23/2021	11/29/2021
25	11/21/2021	12/4/2021	12/7/2021	12/13/2021
26	12/5/2021	12/18/2021	12/21/2021	12/27/2021