



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

Timesheets may be:

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

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.
- Employees working on the holidays listed below 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 (1/1/21) - Martin Luther King Day (1/18/21) - Memorial Day (5/31/21) – Labor Day (9/6/21) - Thanksgiving (11/25/21)
- Holidays do not affect the pay period deadlines.

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

Year 2021

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

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	

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