



FMS

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 and their two approved floating holidays 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 (1/1/22) - Martin Luther King Jr. Day (1/17/22) - Memorial Day (5/30/22) – Labor Day (9/5/22) - Thanksgiving (11/24/22)
- Holidays do not affect the pay period deadlines.

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

Year 2022

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

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	\$	8	9	10	11	12	6	\$	8	9	10	11	12	3	\$	5	6	7	8	9	
9	\$	11	12	13	14	15	13	14	15	16	17	\$	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	\$	22	23	24	25	26	17	\$	19	20	21	22	23	
23	\$	25	26	27	28	29	27	28					27	28	29	30	31			24	25	26	27	28	29	30		
30	31																											
May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	\$	3	4	5	6	7				1	2	3	4						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	\$	9	10	11	12	13	
15	\$	17	18	19	20	21	12	\$	14	15	16	17	18	10	\$	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	\$	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	\$	23	24	25	26	27	
29	30	31					26	\$	28	29	30			24	\$	26	27	28	29	30	28	29	30	31				
													31															
September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	\$	3						1			1	2	3	4	5					1	2	3	
4	5	6	7	8	9	10	2	\$	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	\$	15	16	17	18	19	11	\$	13	14	15	16	17	
18	\$	20	21	22	23	24	16	\$	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	\$	24	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	\$	29	30				25	26	27	28	29	30	31	
							30	\$																				

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	12/19/2021	1/1/2022	1/4/2022	1/10/2022
2	1/2/2022	1/15/2022	1/18/2022	1/24/2022
3	1/16/2022	1/29/2022	2/1/2022	2/7/2022
4	1/30/2022	2/12/2022	2/15/2022	<u>2/18/2022</u> Friday**
5	2/13/2022	2/26/2022	3/1/2022	3/7/2022
6	2/27/2022	3/12/2022	3/15/2022	3/21/2022
7	3/13/2022	3/26/2022	3/29/2022	4/4/2022
8	3/27/2022	4/9/2022	4/12/2022	4/18/2022
9	4/10/2022	4/23/2022	4/26/2022	5/2/2022
10	4/24/2022	5/7/2022	5/10/2022	5/16/2022
11	5/8/2022	5/21/2022	5/24/2022	<u>5/27/2022</u> Friday**
12	5/22/2022	6/4/2022	6/7/2022	6/13/2022
13	6/5/2022	6/18/2022	6/21/2022	6/27/2022
14	6/19/2022	7/2/2022	7/5/2022	7/11/2022
15	7/3/2022	7/16/2022	7/19/2022	7/25/2022
16	7/17/2022	7/30/2022	8/2/2022	8/8/2022
17	7/31/2022	8/13/2022	8/16/2022	8/22/2022
18	8/14/2022	8/27/2022	8/30/2022	<u>9/2/2022</u> Friday**
19	8/28/2022	9/10/2022	9/13/2022	9/19/2022
20	9/11/2022	9/24/2022	9/27/2022	10/3/2022
21	9/25/2022	10/8/2022	10/11/2022	10/17/2022
22	10/9/2022	10/22/2022	10/25/2022	10/31/2022
23	10/23/2022	11/5/2022	11/8/2022	11/14/2022
24	11/6/2022	11/19/2022	11/22/2022	11/28/2022
25	11/20/2022	12/3/2022	12/6/2022	12/12/2022
26	12/4/2022	12/17/2022	12/20/2022	<u>12/23/2022</u> Friday**