



12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343  
 952-935-3515 | 866-935-3515 (toll free) | 952-935-7112 (fax)  
 Submit timesheets via email: mytime@accracare.org

All timesheets are due by 12 noon on the Tuesday after the end of the pay period. Timesheets may be:

- Faxed to 952-935-7112
- Mailed to the Minnetonka address above
- Emailed to mytime@accracare.org as a PDF attachment (JPEGs are not accepted)
- Dropped off at one of our local Accra offices in your area
- **Electronic timesheets:** submit via the Accra portal or app, each shift must be approved as soon as completed

If timesheets are received after 12 noon on Tuesday, payment may be delayed.

**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 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 submitting your timesheet 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 in a pay week.
- Pay stubs are available online via ADP.

\$ = Pay Day      2023      = end of the pay period

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

**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.

<b>Pay Period #</b>	<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>	<b>Timecard Deadline Date @ Noon</b>	<b>Pay Date</b>
1	12/18/2022	12/31/2022	01/03/2023	01/09/2023
2	01/01/2023	01/14/2023	01/17/2023	01/23/2023
3	01/15/2023	01/28/2023	01/31/2023	02/06/2023
4	01/29/2023	02/11/2023	02/14/2023	<b><u>02/17/2023</u></b> <b><u>FRIDAY</u></b>
5	02/12/2023	02/25/2023	02/28/2023	03/06/2023
6	02/26/2023	03/11/2023	03/14/2023	03/20/2023
7	03/12/2023	03/25/2023	03/28/2023	04/03/2023
8	03/26/2023	04/08/2023	04/11/2023	04/17/2023
9	04/09/2023	04/22/2023	04/25/2023	05/01/2023
10	04/23/2023	05/06/2023	05/09/2023	05/15/2023
11	05/07/2023	05/20/2023	05/23/2023	<b><u>05/26/2023</u></b> <b><u>FRIDAY</u></b>
12	05/21/2023	06/03/2023	06/06/2023	06/12/2023
13	06/04/2023	06/17/2023	06/20/2023	06/26/2023
14	06/18/2023	07/01/2023	07/04/2023	07/10/2023
15	07/02/2023	07/15/2023	07/18/2023	07/24/2023
16	07/16/2023	07/29/2023	08/01/2023	08/07/2023
17	07/30/2023	08/12/2023	08/15/2023	08/21/2023
18	08/13/2023	08/26/2023	08/29/2023	<b><u>09/01/2023</u></b> <b><u>FRIDAY</u></b>
19	08/27/2023	09/09/2023	09/12/2023	09/18/2023
20	09/10/2023	09/23/2023	09/26/2023	10/02/2023
21	09/24/2023	10/07/2023	10/10/2023	10/16/2023
22	10/08/2023	10/21/2023	10/24/2023	10/30/2023
23	10/22/2023	11/04/2023	11/07/2023	11/13/2023
24	11/05/2023	11/18/2023	11/21/2023	11/27/2023
25	11/19/2023	12/02/2023	12/05/2023	12/11/2023
26	12/03/2023	12/16/2023	12/19/2023	<b><u>12/22/2023</u></b> <b><u>FRIDAY</u></b>