



12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
952-935-3515 | 866-935-3515 (toll free) | 952-935-7112 (fax)
Submit shifts via Accra Mobile

All shifts are due by 12:00pm (noon) on the Tuesday after the end of the pay period.

- All shifts must be entered by the caregiver on the Accra Mobile app before being approved by both the caregiver and the Responsible Party.
The Responsible Party may approve shifts either:
As the caregiver finishes their shift in the Accra Mobile app.
On the Accra Access Portal after the shift is submitted by the caregiver.

If shifts are approved after 12:00 pm (noon) on Tuesday, payment may be delayed.

Payroll Information:

- Shifts should be logged each day by caregivers as the shift is worked whenever possible, using the Clock-In/Clock-Out option in the Accra Mobile app
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 the noon deadline to contact Accra to verify if the timesheet has been received or processed.
Caregivers working PCA or FMS services on the holidays (see dates on calendar below) will automatically be paid 1.5 times their normal pay rate for that day. For FMS clients: 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.
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 of non-respite services in a pay week.
Pay stubs are available online via ADP.
Shifts will not be paid before the pay day for the pay period they are in.

2024

\$ = Pay Day

# = Holiday

☐ = end of the pay period

January calendar grid with days of the week and dates. Pay days are on 7, 14, 21, 28. End of pay period is on 6.

February calendar grid with days of the week and dates. Pay days are on 4, 11, 18, 25. End of pay period is on 3.

March calendar grid with days of the week and dates. Pay days are on 3, 10, 17, 24, 31. End of pay period is on 2.

April calendar grid with days of the week and dates. Pay days are on 7, 14, 21, 28. End of pay period is on 6.

May calendar grid with days of the week and dates. Pay days are on 12, 19, 26. End of pay period is on 4.

June calendar grid with days of the week and dates. Pay days are on 2, 9, 16, 23, 30. End of pay period is on 1.

July calendar grid with days of the week and dates. Pay days are on 7, 14, 21, 28. End of pay period is on 6.

August calendar grid with days of the week and dates. Pay days are on 4, 11, 18, 25. End of pay period is on 3.

September calendar grid with days of the week and dates. Pay days are on 1, 8, 15, 22, 29. End of pay period is on 7.

October calendar grid with days of the week and dates. Pay days are on 6, 13, 20, 27. End of pay period is on 5.

November calendar grid with days of the week and dates. Pay days are on 3, 10, 17, 24. End of pay period is on 2.

December calendar grid with days of the week and dates. Pay days are on 8, 15, 22, 29. End of pay period is on 7.

All shifts are due by 12:00 pm (noon) on the Tuesday after the end of the pay period.

- Please be advised: shifts received after 12:00 pm (noon) on Tuesday, or with missing information or errors, could delay payment.
- Accra's scheduled payday is marked on the list below. The ability to receive payments earlier than the listed date is determined by your financial institution, and cannot be influenced by Accra.

Per #	Period Start Date	Period End Date	Period Deadline Tuesday @ Noon	Pay Date
1	12/17/2023	12/30/2023	01/02/2024	01/08/2024
2	12/31/2023	01/13/2024	01/16/2024	01/22/2024
3	01/14/2024	01/27/2024	01/30/2024	02/05/2024
4	01/28/2024	02/10/2024	02/13/2024	<b><u>02/16/2024</u></b> <b><u>FRIDAY</u></b>
5	02/11/2024	02/24/2024	02/27/2024	03/04/2024
6	02/25/2024	03/09/2024	03/12/2024	03/18/2024
7	03/10/2024	03/23/2024	03/26/2024	04/01/2024
8	03/24/2024	04/06/2024	04/09/2024	04/15/2024
9	04/07/2024	04/20/2024	04/23/2024	04/29/2024
10	04/21/2024	05/04/2024	05/07/2024	05/13/2024
11	05/05/2024	05/18/2024	05/21/2024	<b><u>05/24/2024</u></b> <b><u>FRIDAY</u></b>
12	05/19/2024	06/01/2024	06/04/2024	06/10/2024
13	06/02/2024	06/15/2024	06/18/2024	06/24/2024
14	06/16/2024	06/29/2024	07/02/2024	07/08/2024
15	06/30/2024	07/13/2024	07/16/2024	07/22/2024
16	07/14/2024	07/27/2024	07/30/2024	08/05/2024
17	07/28/2024	08/10/2024	08/13/2024	08/19/2024
18	08/11/2024	08/24/2024	08/27/2024	<b><u>08/30/2024</u></b> <b><u>FRIDAY</u></b>
19	08/25/2024	09/07/2024	09/10/2024	09/16/2024
20	09/08/2024	09/21/2024	09/24/2024	09/30/2024
21	09/22/2024	10/05/2024	10/08/2024	<b><u>10/11/2024</u></b> <b><u>FRIDAY</u></b>
22	10/06/2024	10/19/2024	10/22/2024	10/28/2024
23	10/20/2024	11/02/2024	11/05/2024	<b><u>11/08/2024</u></b> <b><u>FRIDAY</u></b>
24	11/03/2024	11/16/2024	11/19/2024	11/25/2024
25	11/17/2024	11/30/2024	12/03/2024	12/09/2024
26	12/01/2024	12/14/2024	12/17/2024	12/23/2024