



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

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

- Emailed to mytime@accracare.org as a PDF attachment (JPEGs are not accepted)
• Faxed to 952-935-7112
• Mailed to the Minnetonka address above
• Dropped off at one of the Accra service centers in your area.
• Electronic timesheets: caregivers enter time via the Accra Mobile app. To help ensure timely payment, shifts must be approved by both the caregiver and the responsible party as soon as completed.

If timesheets are received after 12:00 pm (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.
• Time worked must be submitted in 15-minute increments, include Mo/Day/Yr daily, and Time-in/Time-out, and include AM & PM for each shift worked.
• After submitting a timesheet, 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.
• Caregivers working PCA services on the holidays (see dates on calendar below) will automatically be paid 1.5 times their normal pay rate for that day.
• Pay periods are two weeks long and end on Saturdays. 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.

2024

\$ = Pay Day

= Holiday

☐ = end of the pay period

January calendar grid showing days of the week and dates.

February calendar grid showing days of the week and dates.

March calendar grid showing days of the week and dates.

April calendar grid showing days of the week and dates.

May calendar grid showing days of the week and dates.

June calendar grid showing days of the week and dates.

July calendar grid showing days of the week and dates.

August calendar grid showing days of the week and dates.

September calendar grid showing days of the week and dates.

October calendar grid showing days of the week and dates.

November calendar grid showing days of the week and dates.

December calendar grid showing days of the week and dates.

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

- Please be advised: if timesheets are received after 12:00 pm (noon) on Tuesday, or have missing/incorrect information, this could delay payment.
- Accra's scheduled paydays are 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	<u>02/16/2024</u> <u>FRIDAY</u>
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	<u>05/24/2024</u> <u>FRIDAY</u>
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	<u>08/30/2024</u> <u>FRIDAY</u>
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	<u>10/11/2024</u> <u>FRIDAY</u>
22	10/06/2024	10/19/2024	10/22/2024	10/28/2024
23	10/20/2024	11/02/2024	11/05/2024	<u>11/08/2024</u> <u>FRIDAY</u>
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