



Agency

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. You can check the status of your shift in Accra Mobile. Please note: If shifts are approved at separate times, you may receive separate confirmation emails.
- 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 Paylocity.
- Shifts will not be paid before the pay day for the pay period they are in (listed on the back side).

2026

\$ = Pay Day

■ = end of the pay period

January

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	\$	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	M	Tu	W	Th	F	Sa
1	\$	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	M	Tu	W	Th	F	Sa
1	\$	3	4	5	6	7
8	9	10	11	12	13	14
15	\$	17	18	19	20	21
22	23	24	25	26	27	28
29	\$	31				

April

Su	M	Tu	W	Th	F	Sa
			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		

May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	\$	12	13	14	15	16
17	18	19	20	21	\$	23
24	25	26	27	28	29	30
31						

June

Su	M	Tu	W	Th	F	Sa
	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				

July

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	\$	7	8	9	10	11
12	13	14	15	16	17	18
19	\$	21	22	23	24	25
26	27	28	29	30	31	

August

Su	M	Tu	W	Th	F	Sa
						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	28	29
30	\$					

September

Su	M	Tu	W	Th	F	Sa
		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

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	\$	27	28	29	30	31

November

Su	M	Tu	W	Th	F	Sa
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					

December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	\$	8	9	10	11	12
13	14	15	16	17	18	19
20	\$	22	23	24	25	26
27	28	29	30	31		

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.
- The ability to receive payments earlier than the paydays listed below is determined by your financial institution, and cannot be influenced by Accra.
- Please submit any direct deposit changes 5 business days in advance to allow adequate time to update before the next payday.

Per #	Period Start Date	Period End Date	Period Deadline Tuesday @ Noon	Pay Date
1	12/14/2025	12/27/2025	12/30/2025	01/05/2026
2	12/28/2025	01/10/2026	01/13/2026	<u>01/16/2026</u> <u>FRIDAY</u>
3	01/11/2026	01/24/2026	01/27/2026	02/02/2026
4	01/25/2026	02/07/2026	02/10/2026	<u>02/13/2026</u> <u>FRIDAY</u>
5	02/08/2026	02/21/2026	02/24/2026	03/02/2026
6	02/22/2026	03/07/2026	03/10/2026	03/16/2026
7	03/08/2026	03/21/2026	03/24/2026	03/30/2026
8	03/22/2026	04/04/2026	04/07/2026	04/13/2026
9	04/05/2026	04/18/2026	04/21/2026	04/27/2026
10	04/19/2026	05/02/2026	05/05/2026	05/11/2026
11	05/03/2026	05/16/2026	05/19/2026	<u>05/22/2026</u> <u>FRIDAY</u>
12	05/17/2026	05/30/2026	06/02/2026	06/08/2026
13	05/31/2026	06/13/2026	06/16/2026	06/22/2026
14	06/14/2026	06/27/2026	06/30/2026	07/06/2026
15	06/28/2026	07/11/2026	07/14/2026	07/20/2026
16	07/12/2026	07/25/2026	07/28/2026	08/03/2026
17	07/26/2026	08/08/2026	08/11/2026	08/17/2026
18	08/09/2026	08/22/2026	08/25/2026	08/31/2026
19	08/23/2026	09/05/2026	09/08/2026	09/14/2026
20	09/06/2026	09/19/2026	09/22/2026	09/28/2026
21	09/20/2026	10/03/2026	10/06/2026	<u>10/09/2026</u> <u>FRIDAY</u>
22	10/04/2026	10/17/2026	10/20/2026	10/26/2026
23	10/18/2026	10/31/2026	11/03/2026	11/09/2026
24	11/01/2026	11/14/2026	11/17/2026	11/23/2026
25	11/15/2026	11/28/2026	12/01/2026	12/07/2026
26	11/29/2026	12/12/2026	12/15/2026	12/21/2026