



FMS

12600 Whitewater Drive, Suite 100 | Minnetonka, MN 55343
 952-935-3515 | 866-935-3515 (toll free) | 952-855-8349 (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 in a pay week without prior approval from your case manager/lead agency.
- 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).
- Caregivers providing services through FMS on holidays (see calendar below) will automatically be paid 1.5 times their normal pay rate for that day. 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.

2026

\$ = Pay Day

= Holiday

■ = end of the pay period

January

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

July

Su	M	Tu	W	Th	F	Sa
			1	2	3	#
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	#	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	#	12	13	14
15	16	17	18	19	20	21
22	\$	24	25	#	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	#	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