



1011 1st Street S # 315 | Hopkins, MN 55343
 952-935-3515 | 866-935-3515 (toll free)
 952-935-7112 (fax)
Payroll@accracare.org (inquires/questions)

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

Timesheets may be:

1. Faxed to 952-935-7112
2. Mailed to the Hopkins address above
3. Emailed to mytime@accracare.org as a PDF attachment. (JPEG's are not accepted)
4. Dropped off at one of our local Accra Offices in your area

Any Timesheets received after 12 noon on Tuesday **may delay** employee payment until **after the** regularly scheduled pay date.

Timesheets must be submitted each pay period according to the payroll schedule if the employee worked in that pay period. Submitting multiple pay period Timesheets at one time is strongly discouraged and may delay employee payment.

Please wait 48 hours after submitting your timecard to verify if timecard has been received or processed.

***Pay stubs are available online via ADP.

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.

☐ = the end of the pay period \$ = Pay Day
 2018

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	\$	30	31			

May						
S	M	T	W	T	F	S
		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		

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	\$	11	12	13	14	15
16	17	18	19	20	21	22
23	\$	25	26	27	28	29
30						

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	\$	13	14	15	16	17
18	19	20	21	22	23	24
25	\$	27	28			

June						
S	M	T	W	T	F	S
				1	2	
3	\$	5	6	7	8	9
10	11	12	13	14	15	16
17	\$	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
	1	2	3	4	\$	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	\$	23	24	25	26	27
28	29	30	31			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	\$	13	14	15	16	17
18	19	20	21	22	23	24
25	\$	27	28	29	30	31

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

November						
S	M	T	W	T	F	S
				1	2	3
4	\$	6	7	8	9	10
11	12	13	14	15	16	17
18	\$	20	21	22	23	24
25	26	27	28	29	30	

April						
S	M	T	W	T	F	S
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					

August						
S	M	T	W	T	F	S
			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	31	

December						
S	M	T	W	T	F	S
						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	\$					

See back side for complete calendar and deadline dates

Pay Period #	Pay Period Start Date	Pay Period End Date	Timecard Deadline Date @noon	Pay Date
1	12/24/2017	1/6/2018	1/9/2018	<u>1/12/2018</u> Friday**
2	1/7/2018	1/20/2018	1/23/2018	1/29/2018
3	1/21/2018	2/3/2018	2/6/2018	2/12/2018
4	2/4/2018	2/17/2018	2/20/2018	2/26/2018
5	2/18/2018	3/3/2018	3/6/2018	3/12/2018
6	3/4/2018	3/17/2018	3/20/2018	3/26/2018
7	3/18/2018	3/31/2018	4/3/2018	4/9/2018
8	4/1/2018	4/14/2018	4/17/2018	4/23/2018
9	4/15/2018	4/28/2018	5/1/2018	5/7/2018
10	4/29/2018	5/12/2018	5/15/2018	5/21/2018
11	5/13/2018	5/26/2018	5/29/2018	6/4/2018
12	5/27/2018	6/9/2018	6/12/2018	6/18/2018
13	6/10/2018	6/23/2018	6/26/2018	7/2/2018
14	6/24/2018	7/7/2018	7/10/2018	7/16/2018
15	7/8/2018	7/21/2018	7/24/2018	7/30/2018
16	7/22/2018	8/4/2018	8/7/2018	8/13/2018
17	8/5/2018	8/18/2018	8/21/2018	8/27/2018
18	8/19/2018	9/1/2018	9/4/2018	9/10/2018
19	9/2/2018	9/15/2018	9/18/2018	9/24/2018
20	9/16/2018	9/29/2018	10/2/2018	<u>10/5/2018</u> Friday**
21	9/30/2018	10/13/2018	10/16/2018	10/22/2018
22	10/14/2018	10/27/2018	10/30/2018	11/5/2018
23	10/28/2018	11/10/2018	11/13/2018	11/19/2018
24	11/11/2018	11/24/2018	11/27/2018	12/3/2018
25	11/25/2018	12/8/2018	12/11/2018	12/17/2018
26	12/9/2018	12/22/2018	12/25/2018	12/31/2018

**Payday is Friday due to a Monday Holiday.