



1011 1<sup>st</sup> Street S # 315 | Hopkins, MN 55343  
 952-935-3515 | 866-935-3515 (toll free)  
 952-935-7112 (fax)  
[Payroll@accracare.org](mailto: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](mailto: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

**2019**

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	\$	9	10	11	12	13
13	\$	15	16	17	18	19	10	\$	12	13	14	15	16	10	\$	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	\$	23	24	25	26	27
27	\$	29	30	31			24	\$	26	27	28			24	\$	26	27	28	29	30	28	29	30				
														31													
May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		\$	2	3	4	5	6					1	2	3	
5	\$	7	8	9	10	11	2	\$	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	\$	16	17	18	19	20	11	\$	13	14	15	16	17
19	\$	21	22	23	24	25	16	\$	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	\$	30	31				25	\$	27	28	29	30	31
							30																				
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	\$	3	4	5	6	7
8	\$	10	11	12	13	14	6	\$	8	9	10	11	12	3	\$	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	\$	17	18	19	20	21
22	\$	24	25	26	27	28	20	\$	22	23	24	25	26	17	\$	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	\$	31				

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	12/23/2018	1/5/2019	1/8/2019	1/14/2019
2	1/6/2019	1/19/2019	1/22/2019	1/28/2019
3	1/20/2019	2/2/2019	2/5/2019	2/11/2019
4	2/3/2019	2/16/2019	2/19/2019	2/25/2019
5	2/17/2019	3/2/2019	3/5/2019	3/11/2019
6	3/3/2019	3/16/2019	3/19/2019	3/25/2019
7	3/17/2019	3/30/2019	4/2/2019	4/8/2019
8	3/31/2019	4/13/2019	4/16/2019	4/22/2019
9	4/14/2019	4/27/2019	4/30/2019	5/6/2019
10	4/28/2019	5/11/2019	5/14/2019	5/20/2019
11	5/12/2019	5/25/2019	5/28/2019	6/3/2019
12	5/26/2019	6/8/2019	6/11/2019	6/17/2019
13	6/9/2019	6/22/2019	6/25/2019	7/1/2019
14	6/23/2019	7/6/2019	7/9/2019	7/15/2019
15	7/7/2019	7/20/2019	7/23/2019	7/29/2019
16	7/21/2019	8/3/2019	8/6/2019	8/12/2019
17	8/4/2019	8/17/2019	8/20/2019	8/26/2019
18	8/18/2019	8/31/2019	9/3/2019	9/9/2019
19	9/1/2019	9/14/2019	9/17/2019	9/23/2019
20	9/15/2019	9/28/2019	10/1/2019	10/7/2019
21	9/29/2019	10/12/2019	10/15/2019	10/21/2019
22	10/13/2019	10/26/2019	10/29/2019	11/4/2019
23	10/27/2019	11/9/2019	11/12/2019	11/18/2019
24	11/10/2019	11/23/2019	11/26/2019	12/2/2019
25	11/24/2019	12/7/2019	12/10/2019	12/16/2019
26	12/8/2019	12/21/2019	12/24/2019	12/30/2019