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➢ **Voucher submission deadline:** The deadline that vouchers must be submitted in order to be paid on time for that pay period. HCWs have 3 business days from the end of the pay period to submit correctly completed vouchers (3 business days after the end of the pay period).

➢ **Payment processing date:** The date that checks are mailed, and direct deposits are transferred to the HCW’s financial.
  
  ▪ Checks may be received 1-3 business days after the check date, depending on mail service. Direct deposits will be available approximately 3 business days after the pay process date.

➢ **Contacts:** APD Hotline (844) 369-4164 / SEIU Member Resource Center (844) 503-SEIU(7348).

➢ **Holidays / Office Closures:** During the current CBA timeframe.
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