

## 12/17/2023 – 01/11/2025 HCW Payroll Calendar FOR STAFF ONLY

ONGO Dates	In-Home Benefit Approval Deadline	Pay Period Start/End Dates	Deadline to Submit Time Entries Correctly	Last Day for Staff to Enter Time	Pay Processing Date	10-Day Notice Deadline	State or Federal Holidays Impacting Timelines
12/6/23	12/8/23	12/17/23-12/30/23	1/4/24	1/16/24	1/17/24	12/19/23	1/1/24 & 1/15/24
12/19/23	12/21/23	12/31/23-1/13/24	1/18/24	1/29/24	1/30/24	1/3/24	
1/3/24	1/5/24	1/14/24-1/27/24	1/31/24	2/9/24	2/12/24	1/17/24	
1/17/24	1/19/24	1/28/24-2/10/24	2/14/24	2/26/24	2/27/24	1/31/24	2/19/24
1/31/24	2/2/24	2/11/24-2/24/24	2/28/24	3/8/24	3/11/24	2/13/24	
2/13/24	2/15/24	2/25/24-3/9/24	3/13/24	3/22/24	3/25/24	2/28/24	
2/28/24	3/1/24	3/10/24-3/23/24	3/27/24	4/5/24	4/8/24	3/13/24	
3/13/24	3/15/24	3/24/24-4/6/24	4/10/24	4/19/24	4/22/24	3/27/24	
3/27/24	3/29/24	4/7/24-4/20/24	4/24/24	5/3/24	5/6/24	4/10/24	
4/10/24	4/12/24	4/21/24-5/4/24	5/8/24	5/17/24	5/20/24	4/24/24	
4/24/24	4/26/24	5/5/24-5/18/24	5/22/24	6/3/24	6/4/24	5/8/24	5/27/24
5/8/24	5/10/24	5/19/24-6/1/24	6/5/24	6/14/24	6/17/24	5/21/24	
5/21/24	5/23/24	6/2/24-6/15/24	6/20/24	7/1/24	7/2/24	6/5/24	6/19/24
6/5/24	6/7/24	6/16/24-6/29/24	7/3/24	7/15/24	7/16/24	6/18/24	7/4/24
6/18/24	6/21/24	6/30/24-7/13/24	7/17/24	7/26/24	7/29/24	7/2/24	
7/2/24	7/5/24	7/14/24-7/27/24	7/31/24	8/9/24	8/12/24	7/17/24	
7/17/24	7/19/24	7/28/24-8/10/24	8/14/24	8/23/24	8/26/24	7/31/24	
7/31/24	8/2/24	8/11/24-8/24/24	8/28/24	9/9/24	9/10/24	8/14/24	9/2/24
8/14/24	8/16/24	8/25/24-9/7/24	9/11/24	9/20/24	9/23/24	8/27/24	
8/27/24	8/29/24	9/8/24-9/21/24	9/25/24	10/4/24	10/7/24	9/11/24	
9/11/24	9/13/24	9/22/24-10/5/24	10/9/24	10/21/24	10/22/24	9/25/24	• 10/14/24
9/25/24	9/27/24	10/6/24-10/19/24	10/23/24	11/1/24	11/4/24	10/8/24	
10/9/24	10/11/24	10/20/24-11/2/24	11/6/24	11/18/24	11/19/24	10/23/24	11/11/24

10/23/24	10/25/24	11/3/24-11/16/24	11/20/24	12/3/24	12/4/24	11/5/24	11/28/24 & 11/29/24
11/5/24	11/7/24	11/17/24-11/30/24	12/4/24	12/13/24	12/16/24	11/18/24	
11/18/24	11/20/24	12/1/24-12/14/24	12/18/24	12/30/24	12/31/24	12/4/24	12/25/24
12/4/24	12/6/24	12/15/24-12/28/24	1/2/25	1/13/25	1/14/25	12/17/24	1/1/25
12/17/24	12/19/24	12/29/24-1/11/25	1/15/25	1/27/25	1/28/25	12/31/24	1/20/25

- **ONGO Dates:** The deadline the ONGO screen must have the authorization dates updated for the pay period (8 business days before the start of the pay period).
- **In-Home Benefit Approval Deadline:** The deadline the Benefit needs to be approved for vouchers to be mailed on time for pay periods that cross months (6 business days before the start of the new pay period).
- **Deadline to Submit Time Entries Correctly:** The deadline that time entries must be submitted in PTC DCI 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 time entries (3 business days after the end of the pay period). **Correctly completed time entries that are not submitted on time may not be paid on the pay processing date.**
- **Last Day for Staff to Enter Time:** The deadline for local offices to enter all correctly completed time entries that were submitted on time. Entries must be entered no later than 7:00 p.m. into the system. The deadline is calculated by counting 7 business days after the time entries deadline (7 business days after the deadline to submit all time entries correctly).
- **Pay Processing Date:** The date that checks are mailed, and direct deposits are transferred to the HCW's financial institution (the next business day after the deadline for local office to enter in time / 8 business days after the deadline to submit all time entries correctly).
  - 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.
- **10-Day Notice Deadline:** The mail deadline for making a change that would impact the start of the next pay period (10 mail days [excluding Sundays and holidays] before the start of the next pay period).
- **Contacts:** APD Provider Relations Unit (800) 241-3013 / SEIU Member Assistance Center (844) 503-SEIU(7348).
- **Holidays / Office Closures:** During the current CBA timeframe through 1/11/25.
  - **Offices are not closed these days;** however, it is a federal holiday which may impact payment processing timeframes.