



OR ICP- EVV ONLY

Time Entry Report Schedule for July 2021 - June 2022

To ensure that your Employee Time Entry (Punch Entry) reports are accurate for each time period, please make sure that all employee time has been entered and approved by the due date. Entries must be submitted and approved by midnight on the due date, even if it falls on a weekend or holiday. These dates are strictly enforced and any entry received after midnight on that date will not show on the next Report Date.

Be sure to have all hours entered and approved by midnight of the “Employee Time Entry Due NO Later Than” date. To access web time entry, go to: www.acumenfiscalagent.com/oregon/, click on **Web Time Entry** or **DCI Portal**. If you would like to attend a webinar on how to use either the Mobile App or online Web Time Entry portal, click on the Events tab at the top of the webpage provided above. If you cannot remember the employer or employee log-in or client mobile app password, or if you have any questions or concerns, contact our Customer Call Center via phone at (866)235-4745, or via email at customerservice@acumen2.net.

<i>Time Entry Start Date</i>	<i>Time Entry End Date</i>	<i>Employee Time Entry Due NO Later Than</i>	<i>Report Date</i>
07/01/21	7/15/21	Fri, 07/16/21	Fri, 7/30/21
07/16/21	7/31/21	Sun, 08/01/21	Fri, 08/13/21
08/01/21	8/15/21	Mon, 08/16/21	Mon, 08/30/21
08/16/21	8/31/21	Wed, 09/01/21	Wed, 9/15/21
09/01/21	9/15/21	Thu, 09/16/21	Thu, 09/30/21
09/16/21	9/30/21	Fri, 10/01/21	Fri, 10/15/21
10/01/21	10/15/21	Sat, 10/16/21	Fri, 10/29/21
10/16/21	10/31/21	Mon, 11/01/21	Mon, 11/15/21
11/01/21	11/15/21	Tue, 11/16/21	Tue, 11/30/21
11/16/21	11/30/21	Wed, 12/01/21	Wed, 12/15/21
12/01/21	12/15/21	Thu, 12/16/21	Thu, 12/30/21
12/16/21	12/31/21	Sat, 01/01/22	Fri, 01/14/22
01/01/22	1/15/22	Sun, 01/16/22	Fri, 01/28/22
01/16/22	1/31/22	Tue, 02/01/22	Tue, 02/15/22
02/01/22	2/15/22	Wed, 02/16/22	Mon, 02/28/22
02/16/22	2/28/22	Tue, 03/01/22	Tue, 03/15/22
03/01/22	3/15/22	Wed, 03/16/22	Wed, 03/30/22
03/16/22	3/31/22	Fri, 04/01/22	Fri, 04/15/22
04/01/22	4/15/22	Sat, 04/16/22	Fri, 04/29/22
04/16/22	4/30/22	Sun, 05/01/22	Fri, 05/13/22
05/01/22	5/15/22	Mon, 05/16/22	Fri, 05/27/22
05/16/22	5/31/22	Wed, 06/01/22	Wed, 06/15/22
06/01/22	6/15/22	Thu, 06/16/22	Thu, 06/30/22
06/16/22	6/30/22	Fri, 07/01/22	Fri, 07/15/22

“Time Entry Start/End Date” is the first/last day of the service period (reported days worked).

“Report Date” shows the date that a time entry report will be generated. To access these reports: Log into the DCI Portal, click Reports, choose report and download.

“Employee Time Entry Due NO Later Than” is the last date that your time entries can be made for this report. Any edits or approvals must be completed by this deadline.