



# OR ICP

## Payment Schedule for July 2021 - June 2022

To ensure that your employees and/or service providers are always paid on time, please approve and submit all employee and vendor payment requests by midnight on the due date, even if it falls on a weekend or holiday. These dates are strictly enforced and any employee and vendor payment requests received after midnight on that date will be processed in the following payment period.

Be sure to have all hours entered and approved by midnight of the “Submissions Due NO Later Than” date. To access web time entry, go to: [www.acumenfiscalagent.com/oregon/](http://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 your assigned agent. If they are unavailable please feel free to reach out to our Customer Call Center: (866)235-4745. Requests for vendor payments can be faxed to: (844)343-2590.

<i>Payment Period Start Date</i>	<i>Payment Period End Date</i>	<i>Employee Pay/Vendor Requests Due NO Later Than</i>	<i>Direct Deposit/Check 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

“Payment Period Start/End Date” is the first/last day of service pay period (days worked).

“Direct Deposit/ Check Date” shows the date that payment will be issued. For those payees that have selected direct deposit or pay card this is also the date that funds will be available in their accounts.

“Employee and Vendor Requests Due NO Later Than” is the last date that your time sheets or payment requests can be received, or that your WTE approvals can be entered, for the pay period.