

## 2021 Pay Period Calendar – Access

<b>PAY PERIOD</b>	<b>DUE DATE*</b>	<b>PAY DATE</b>
12/27/20 – 01/09/21	01/11/21	01/22/21
01/10/21 – 01/23/21	01/25/21	02/05/21
01/24/21 – 02/06/21	02/08/21	02/19/21
02/07/21 – 02/20/21	02/22/21	03/05/21
02/21/21 – 03/06/21	03/08/21	03/19/21
03/07/21 – 03/20/21	03/22/21	04/02/21
03/21/21 – 04/03/21	04/05/21	04/16/21
04/04/21 – 04/17/21	04/19/21	04/30/21
04/18/21 – 05/01/21	05/03/21	05/14/21
05/02/21 – 05/15/21	05/17/21	05/28/21
05/16/21 – 05/29/21	05/31/21	06/11/21
05/30/21 – 06/12/21	06/14/21	06/25/21
06/13/21 – 06/26/21	06/28/21	07/09/21
06/27/21 – 07/10/21	07/12/21	07/23/21
07/11/21 – 07/24/21	07/26/21	08/06/21
07/25/21 – 08/07/21	08/09/21	08/20/21
08/08/21 – 08/21/21	08/23/21	09/03/21
08/22/21 – 09/04/21	09/06/21	09/17/21
09/05/21 – 09/18/21	09/20/21	10/01/21
09/19/21 – 10/02/21	10/04/21	10/15/21
10/03/21 – 10/16/21	10/18/21	10/29/21
10/17/21 – 10/30/21	11/01/21	11/12/21
10/31/21 – 11/13/21	11/15/21	11/26/21
11/14/21 – 11/27/21	11/29/21	12/10/21
11/28/21 – 12/11/21	12/13/21	12/24/21
12/12/21 – 12/25/21	12/27/21	01/07/22
12/26/21 – 01/08/22	01/10/22	01/21/22

## **Due Date:**

Paper time sheets are due the Monday immediately following the end of the pay period. As we transition to EVV, corrections will be due.

## **EVV Tellus App Corrections:**

When using EVV for time sheet documentation, please submit a correction form to make any changes to the EVV app clock in and clock out information. See EVV correction form and your REP/Support Broker for more information.

## **Payment Reminders:**

Paychecks are funded by Medicaid. This means all payments are dependent on Medicaid funds, Medicaid eligibility, and approved PAs (prior authorization).

In addition, an employee's first paycheck may be delayed due to setting up their employee file and/or waiting on necessary paperwork.

Hours are paid based on time submitted by the employee. Make sure you are submitting correct information.

Any issues with any part of the case (Medicaid, PAs, employee files, etc) can result in nonpayment or delayed paychecks. Please consult your REP to find out information on your specific case or to report late or missing paychecks.