09/2021 – 1/3/24 HCW Payroll Calendar FOR HCWs

Oregon Department of Human Services

Pay Period Start and End Dates	Submit All Time Entries Correctly by this Date	Last Day for Local Office to Enter in Time	Pay Processing Date	State or federal holiday impacting timelines
9/12/21 – 9/25/21	9/29/21	10/8/21	10/11/21	
9/26/21 – 10/9/21	10/14/21	10/25/21	10/26/21	
10/10/21 – 10/23/21	10/27/21	11/5/21	11/8/21	
10/24/21 – 11/6/21	11/10/21	11/22/21	11/23/21	
11/7/21 – 11/20-21	11/24/21	12/7/21	12/8/21	
11/21/21 – 12/4/21	12/8/21	12/17/21	12/20/21	
12/5/21 – 12/18/21	12/22/21	1/4/22	1/5/22	12/24/21 and 12/31/21
12/19/21 - 1/1/22	1/5/22	1/14/22	1/18/22	1/17/22
1/2/22 – 1/15/22	1/20/22	1/31/22	2/1/22	1/17/22
1/16/22 – 1/29/22	2/2/22	2/11/22	2/14/22	
1/30/22 – 2/12/22	2/16/22	2/28/22	3/1/22	2/21/22
2/13/22 – 2/26/22	3/2/22	3/11/22	3/14/22	
2/27/22 – 3/12/22	3/16/22	3/25/22	3/28/22	
3/13/22 – 3/26/22	3/30/22	4/8/22	4/11/22	
3/27/22 – 4/9/22	4/13/22	4/22/22	4/25/22	
4/10/22 – 4/23/22	4/27/22	5/6/22	5/9/22	
4/24/22 – 5/7/22	5/11/22	5/20/22	5/23/22	
5/8/22 – 5/21/22	5/25/22	6/6/22	6/7/22	5/30/22
5/22/22 – 6/4/22	6/8/22	6/17/22	6/21/22	6/20/22
6/5/22 – 6/18/22	6/23/22	7/5/22	7/6/22	6/20/22 and 7/4/22
6/19/22 – 7/2/22	7/7/22	7/18/22	7/19/22	7/4/22
7/3/22 – 7/16/22	7/20/22	7/29/22	8/1/22	
7/17/22 – 7/30/22	8/3/22	8/12/22	8/15/22	
7/31/22 – 8/13/22	8/17/22	8/26/22	8/29/22	
8/14/22 – 8/27/22	8/31/22	9/12/22	9/13/22	9/5/22
8/28/22 – 9/10/22	9/14/22	9/23/22	9/26/22	

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Pay Period Start and End Dates	Submit All Time Entries Correctly by this Date	Last Day for Local Office to Enter in Time	Pay Processing Date	State or federal holiday impacting timelines
9/11/22 – 9/24/22	9/28/22	10/7/22	10/11/22	10/10/22 (federal)
9/25/22 – 10/8/22	10/13/22	10/24/22	10/25/22	
10/9/22 – 10/22/22	10/26/22	11/4/22	11/7/22	
10/23/22 – 11/5/22	11/9/22	11/21/22	11/22/22	11/11/22
11/6/22 – 11/19/22	11/23/22	12/6/22	12/7/22	11/24/22 and 11/25/22
11/20/22 – 12/3/22	12/7/22	12/16/22	12/19/22	
12/4/22 – 12/17/22	12/21/22	1/3/23	1/4/23	12/26/22 and 1/2/23
12/18/22 – 12/31/22	1/5/23	1/17/23	1/18/23	1/2/23 and 1/16/23
1/1/23 – 1/14/23	1/19/23	1/30/23	1/31/23	
1/15/23 - 1/28/23	2/1/23	2/10/23	2/13/23	
1/29/23 – 2/11/23	2/15/23	2/27/23	2/28/23	2/20/23
2/12/23 – 2/25/23	3/1/23	3/10/23	3/13/23	
2/26/23 – 3/11/23	3/15/23	3/24/23	3/27/23	
3/12/23 – 3/25/23	3/29/23	4/7/23	4/10/23	
3/26/23 – 4/8/23	4/12/23	4/21/23	4/24/23	
4/9/23 - 4/22/23	4/26/23	5/5/23	5/8/23	
4/23/23 – 5/6/23	5/10/23	5/19/23	5/22/23	
5/7/23 – 5/20/23	5/24/23	6/5/23	6/6/23	5/29/23
5/21/23 – 6/3/23	6/7/23	6/16/23	6/20/23	6/19/23
6/4/23 – 6/17/23	6/22/23	7/3/23	7/5/23	6/19/23 and 7/4/23
6/18/23 – 7/1/23	7/6/23	7/17/23	7/18/23	7/4/23
7/2/23 – 7/15/23	7/19/23	7/28/23	7/31/23	
7/16/23 – 7/29/23	8/2/23	8/11/23	8/14/23	
7/30/23 – 8/12/23	8/16/23	8/25/23	8/28/23	
8/13/23 – 8/26/23	8/30/23	9/11/23	9/12/23	9/4/23
8/27/23 – 9/9/23	9/13/23	9/22/23	9/25/23	
9/10/23 – 9/23/23	9/27/23	10/6/23	10/10/23	10/9/23 (federal only)
9/24/23-10/7/23	10/12/23	10/23/23	10/24/23	10/9/23 (federal only)

Pay Period Start and End Dates	Submit All Time Entries Correctly by this Date	Last Day for Local Office to Enter in Time	Pay Processing Date	State or federal holiday impacting timelines
10/8/23 – 10/21/23	10/25/23	11/3/23	11/6/23	
10/22/23 – 11/4/23	11/8/23	11/20/23	11/21/23	11/10/23
11/5/23 – 11/18/23	11/22/23	12/5/23	12/6/23	11/23/23 and 11/24/23
11/19/23 – 12/2/23	12/6/23	12/15/23	12/18/23	
12/3/23 – 12/16/23	12/20/23	1/2/24	1/3/24	12/25/23 and 1/1/24

➢ **Submit All Time Entries Correctly by this Date:** 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 after the end of the pay period to submit correctly completed time entries. ***Correctly completed time entries that are not submitted on time may not be paid on the pay processing date.***

➢ **Last Day for Local Office to Enter in 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 into the system. The deadline is calculated by counting 7 business days after the time entries deadline.

➢ **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 state deadline / 8 business days after the time submission deadline).

   o 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 processing date.

➢ **Contacts:** APD Provider Relations Unit (800) 241-3013 / SEIU Member Assistance Center (844) 503-SEIU(7348).

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

2021	1/1/21	1/18/21	2/15/21	5/31/21	7/4/21
	7/5/21	9/6/21	10/11/21*	11/11/21	11/25/21
	11/26/21	12/24/21	12/25/21	12/31/21	
2022	1/17/22	2/21/22	5/30/22	06/20/22	7/4/22
	9/5/22	10/10/22*	11/11/22	11/24/22	11/25/22
	12/26/22				
2023	1/2/23	1/16/23	2/20/23	5/29/23	6/19/23
	9/4/23	10/9/23*	11/10/23	11/23/23	11/24/23
	12/25/23				

*The offices are not closed this day; however, it is a federal holiday, impacting the payment processing timeframes.

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