

### **Voucher Submission Deadlines**

- The Voucher Submission Deadline is three (3) business days after the pay period.
- Vouchers must be submitted by the Submission Deadline to be paid on the next available Pay Date.
- If a Submission Deadline is missed, or a Correctly Completed Voucher is not submitted, HCWs will be paid on the following Pay Date.
- If a Submission Deadline falls on a State or Federal holiday the deadline will be moved to the next business day.

### **Pay Dates**

- DHS and OHA has eight (8) business days to process vouchers.
- Payments will run on the night of the eighth (8<sup>th</sup>) business day ([See calendar](#)).
- If there is an official holiday during the eight (8) days established for processing, the Pay Date will be moved to the next business day.

Note: Direct Deposit (EFT) payments are transmitted to Oregon State Treasury on the next business day after payment issuance, and then out to the individual banks for processing. The EFT process can take up to three (3) banking days which excludes weekends and holidays. Banks retrieve direct deposit data and deposit funds according to their schedule.

For more information on Direct Deposit, or to sign up for Direct Deposit of payments, use form MSC 189.

For payments mailed via USPS, mail time is not included in the eight (8) day processing. Once payments are issued from DHS, we cannot be responsible for the arrival or delivery schedule of outside entities.

### **Pay Period Changes**

- All HCWs will have two (2) pay periods per month:
  - The 1<sup>st</sup> through the 15<sup>th</sup>; and
  - The 16<sup>th</sup> through the last day of the month.