

# ACES\$ WYOMING

## 2026 Pay Schedule



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FINANCIAL  
MANAGEMENT  
SERVICES

# IVR Steps

## For Employees

### Checking in/out From Participant's Phone

- STEP 1:** Call **1-833-832-1468** from the Participant's phone.
- STEP 2:** Enter your 5-digit **Employee ID**.
- STEP 3:** Enter your 4-digit **Employee PIN**.
- STEP 4:** If you serve more than one Participant, select the Participant you are serving.
- Note: If you are not calling from the Participant's home, the entry will be considered an exception and not EVV compliant.
- STEP 5:** Select the **Service Type**.
- STEP 6:** The call automatically ends.
- To end your shift:** Repeat **steps 1–4**. Once the PIN is entered, press 1 to clock out or 2 to clock in for a second Participant. Press 1 and select the Task Code(s) when prompted. Once you select Task Code(s), the system ends the shift.
- Please see below for Employer shift confirmation steps.**

## For Employers

### Confirming an Employee Shift

- STEP 1:** Employee calls **1-833-832-1468** from the Participant's phone.
- STEP 2:** Employee enters their **Employee ID and PIN**, task codes and clocks out.
- STEP 3: Shift Confirmation** Employer will need to enter the Participant 4-digit PIN during confirmation.
- Press 1:** If the Employer wants to **confirm the shift during the clock out call**.
- Press 2:** If the Employer wants to **receive a confirmation call back**.
- Press 3:** If the Employer is **unavailable**, and you must complete the visit without verification, the Employer **must verify the visit by calling 1-833-832-1462**, or they may **verify the visit in ACES\$ Online** at **www.login.mycil.org**.

# 2026 Pay Schedule

## Only Employer-Approved Visits Will Be Paid

Pay Period	Timesheet Due Date	Friday Pay Date
12/1/25 to 12/15/25	12/16/25	12/26/25
12/16/25 to 12/31/25	1/2/26	1/16/26**
1/1/26 to 1/15/26	1/16/26	1/30/26
1/16/26 to 1/31/26	2/2/26	2/13/26
2/1/26 to 2/15/26	2/17/26	2/27/26
2/16/26 to 2/28/26	3/2/26	3/13/26
3/1/26 to 3/15/26	3/16/26	3/27/26
3/16/26 to 3/31/26	4/1/26	4/10/26
4/1/26 to 4/15/26	4/16/26	4/30/26* **
4/16/26 to 4/30/26	5/1/26	5/15/26
5/1/26 to 5/15/26	5/18/26	5/29/26
5/16/26 to 5/31/26	6/1/26	6/12/26
6/1/26 to 6/15/26	6/16/26	6/26/26
6/16/26 to 6/30/26	7/1/26	7/10/26
7/1/26 to 7/15/26	7/16/26	7/31/26**
7/16/26 to 7/31/26	8/3/26	8/14/26
8/1/26 to 8/15/26	8/17/26	8/28/26
8/16/26 to 8/31/26	9/1/26	9/11/26
9/1/26 to 9/15/26	9/16/26	9/25/26
9/16/26 to 9/30/26	10/1/26	10/16/26**
10/1/26 to 10/15/26	10/16/26	10/30/26
10/16/26 to 10/31/26	11/2/26	11/13/26
11/1/26 to 11/15/26	11/16/26	11/27/26
11/16/26 to 11/30/26	12/1/26	12/11/26
12/1/26 to 12/15/26	12/16/26	12/24/26*
12/16/26 to 12/31/26	1/4/27	1/15/27**
1/1/27 to 1/15/27	1/19/27	1/29/27

ACES\$ pays on a semi-monthly basis, which is 24 times a year.

Our pay dates are always the Friday on or after the:

- 10th of every month
- 25th of every month

\* A Thursday pay date

\*\* Since we issue paychecks twice a month, regardless of the number of weeks in a month, there are occasional three-week periods between payrolls.

## Questions? We're Here to Help!

### Contact Participant Care

**Toll-free:** 1-844-500-3815

**Email:** supportWY@mycil.org

**Fax Documents:** 1-877-226-8836

202 E. 18<sup>th</sup> Street  
Cheyenne, WY 82001

**www.mycil.org**

*Please note: ACES\$ is closed for the following holidays:  
New Year's Day, Martin Luther King Jr. Day, President's Day,  
Memorial Day, Juneteenth, Independence Day, Labor Day,  
Columbus Day, Veterans Day, Thanksgiving Day,  
Day after Thanksgiving and Christmas Day.*

## How To

### Speak With an Agent in a Different Language

For Spanish, call ACES\$ at **1-844-500-3815**  
and press "9." Otherwise, call and request the  
language in which you would like to speak.  
ACES\$ staff will get an interpreter on the line.

### Save Time and Enroll Online!

The fastest way to complete the enrollment  
packet is online by using ACES\$ Express  
Enrollments Powered by Docubee.

Visit **www.mycil.org/WYenroll**.

### Need to Submit Documents to ACES\$? Use ACES\$ Secure File Upload!

Visit **https://go.mycil.org/WYFileUpload**.

MyCIL.org



## Submit and Monitor Employee Visits

### Register on the ACES\$ Online Portal

To use EVV, both Employers and Employees  
must register on the ACES\$ Online portal.  
Visit **login.mycil.org** to register for an account.

### Submit Visits

Submit visits through the EVV mobile app or  
EVV IVR. Payroll is issued only for approved visits  
based on the payroll schedule.

### Monitor, Review, Reject and Approve Visits

Employers can monitor, review, reject and approve  
visits through ACES\$ Online.

## How to Start and End a Shift in the EVV Mobile App

To use the EVV mobile app, you must have a GPS-enabled smartphone or tablet.

### Start a Shift

**Step 1.** Log in to the EVV mobile app.

**Step 2.** Tap **Clock in**.

**Step 3.** Select the **Participant** you are serving,  
then the **blue arrow** to advance.

**Step 4.** Select **service type** being provided.

**Step 5.** Tap blue **start button** at bottom of screen  
to start visit. Note the **started time and date**.  
Confirm the **clock is running**. Once you've  
confirmed the **clock is running**, you can close  
out of the application and begin providing services.



**Payroll is only issued for Employer-approved  
visits based on the payroll schedule. Please  
be sure all visits are approved.**

### Finish a Shift

**Step 1.** Log in to the EVV mobile app.

**Step 2.** Enter task codes and select **End Shift**.

**Step 3.** Select who is available to provide an  
authorizing signature. If the **Employer is available**  
to sign off on the shift, select **yes**. If the **Employer**  
**is not available**, select **no\***. Tap **Finish** after making  
selections.

\*If the Employer is not available to sign off on the shift  
now, they will need to do so within the ACES\$ Online.

**Step 4.** Provide **signatures** by using a finger or  
stylus in signature areas. Tap **Finish**.

**Step 5.** Select **OK** to confirm you want to finish  
the visit.

**Step 6.** Once finished, the **homescreen** appears.  
**Log out** until your next shift check-in.



Visit **www.mycil.org/resources/wy-evv**  
for detailed instructions on how to start, end, approve and edit shifts.