

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. 18th 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>.



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.