

Direct Deposit Schedule and Encounter Form Submission Deadlines & Protocols - 2022

Submit forms between this period	To be paid on	Submit forms between this period	To be paid on	Submit forms between this period	To be paid on
Dec. 07, 2021 – Dec. 20, 2021	Jan. 7, 2022	Apr. 12, 2022 – Apr. 25, 2022	May 06, 2022	Aug. 09, 2022 – Aug. 22, 2022	Sep. 02, 2022
Dec. 21, 2021 – Jan. 10, 2022	Jan. 21, 2022	Apr. 26, 2022 – May 09, 2022	May 20, 2022	Aug. 23, 2022 – Sep. 12, 2022	Sep. 23, 2022
Jan. 11, 2022 – Jan. 24, 2022	Feb. 04, 2022	May 10, 2022 – May 23, 2022	Jun. 03, 2022	Sep. 13, 2022 – Sep. 26, 2022	Oct. 07, 2022
Jan. 25, 2022 – Feb. 07, 2022	Feb. 18, 2022	May 24, 2022 – Jun. 06, 2022	Jun. 17, 2022	Sep. 27, 2022 – Oct. 10, 2022	Oct. 21, 2022
Feb. 08, 2022 – Feb. 21, 2022	Mar. 04, 2022	Jun. 07, 2022 – Jun. 27, 2022	Jul. 08, 2022	Oct. 11, 2022 – Oct. 24, 2022	Nov. 04, 2022
Feb. 22, 2022 – Mar. 07, 2022	Mar. 18, 2022	Jun. 28, 2022 – Jul. 11, 2022	Jul. 22, 2022	Oct. 25, 2022 – Nov. 07, 2022	Nov. 18, 2022
Mar. 08, 2022 – Mar. 21, 2022	Apr. 01, 2022	Jul. 12, 2022 – Jul. 25, 2022	Aug. 05, 2022	Nov. 08, 2022 – Nov. 21, 2022	Dec. 02, 2022
→ Mar. 22, 2022 – Apr. 11, 2022*	Apr. 22, 2022	Jul. 26, 2022 – Aug. 08, 2022	Aug. 19, 2022	Nov. 22, 2022 – Dec. 12, 2022	Dec. 23, 2022

If you have any questions please call Accounts at (416) 324-2731 ext. 245

As per the Contract : Section 3 (b) -The Contractor shall submit its invoice to Access Alliance, in a form designated by Access Alliance and in accordance with the submission deadlines detailed in the Encounter Form Submission Deadlines and Direct Deposit Schedule which is updated annually. **The Contractor acknowledges and agrees that Access Alliance will not be responsible for payment of invoices submitted later than 30 calendar days from the completion of Language Services.**

***Please pay particular attention to the firm deadline of April 11, 2022 – this is the very last day for submitting encounter forms for assignments between April 1, 2021 and March 31, 2022.**

To ensure efficient processing of your encounter forms, please follow these best practices:

- Submit your forms by email using a scanner or an app (for attachments, please name the file with your name and assignment ID)
- If you do not receive a reply to your email, please resend your forms – we acknowledge receipt of **all** forms that we receive by email
- Submit the forms within 5 (five) business days of the assignment. Forms can even be sent the same day of your assignment.
- The submission cut-off time is at 9:00am on the next day of submission deadline. For example, for submission period “Dec. 07, 2021 – Dec. 20, 2021”, the cut off time is 09:00 am Dec. 21, 2021.
- **REPORTING OVERTIME:** For extensions in compliance with client-specific protocols, in order to be compensated for interpreting time that extended beyond the booked end time in Staffpoint, You **must** inform the AALS office via email/voicemail/text the **same day**, or **submit your encounter form within 24 hours of the assignment end time**. (Text is the quickest way to reach us: just send a text to 416-324-2731 detailing assignment number, booked end time and actual end time, e.g., “Assignment 224475, booked end time 2:30, actual end time 3:15”)
- **REPORTING TRAVEL MILEAGE, TRAVEL TIME, and/or PARKING:** If travel mileage (KMs), travel time, or parking fees apply to your assignment, make a note of these additional details on your form and **submit within 24 hours** of the assignment end time in order to be compensated.