

Direct Deposit Schedule and Encounter Form Submission Deadlines & Protocols – 2023

Please refer to the following to know when to **submit encounter forms**, when you can expect to **receive payment** after submitting encounter forms, special requirements for **reporting over-time, travel time, parking, etc.**, and **important dates and deadlines in 2023**.

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. 13, 2022 – Jan 02, 2023	Jan.13, 2023	Apr. 18, 2023 – May 01, 2023	May 12, 2023	Aug. 15, 2023 – Aug. 28, 2023	Sep. 08, 2023
Jan 03, 2023 – Jan. 16, 2023	Jan. 27, 2023	May 02, 2023 – May 15, 2023	May 26, 2023	Aug. 29, 2023 – Sep. 11, 2023	Sep. 22, 2023
Jan. 17, 2023 – Jan. 30, 2023	Feb. 10, 2023	May 16, 2023 – May 29, 2023	Jun. 09, 2023	Sep. 12, 2023 – Oct 02, 2023	Oct. 13, 2023
Jan. 31, 2023 – Feb. 13, 2023	Feb. 24, 2023	May 30, 2023 – Jun. 12, 2023	Jun. 23, 2023	Oct 03, 2023 – Oct. 16, 2023	Oct. 27, 2023
Feb.14 2023 – Feb. 27, 2023	Mar. 10, 2023	Jun. 13, 2023 – Jul.03, 2023	Jul. 14, 2023	Oct. 17, 2023 – Oct. 30, 2023	Nov. 10, 2023
Feb. 28, 2023 – Mar. 13, 2023	Mar. 24, 2023	Jul. 04, 2023 – Jul. 17, 2023	Jul. 28, 2023	Oct. 31, 2023 – Nov. 13, 2023	Nov. 24, 2023
Mar. 14, 2023 – Apr. 03, 2023	Apr. 14, 2022	Jul. 18, 2023 – Jul. 31, 2023	Aug. 11, 2023	Nov. 14, 2023 – Nov. 27, 2023	Dec. 08, 2023
Apr 04, 2023 – Apr. 17, 2023	Apr. 28, 2023	Aug 01, 2023 – Aug. 14, 2023	Aug. 25, 2023	Nov. 28, 2023 – Dec. 11, 2023	Dec. 22, 2023

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 03, 2023** – this is the very last day for submitting encounter forms for assignments between April 1, 2022 and March 31, 2023.**

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 within 2 business days, please resend your forms – we acknowledge receipt of **all** forms that we receive by email
- Submit your encounter forms within 5 (five) business days of the assignment date. Forms can even be sent the same day of your assignment.
- The submission cut-off time is at 9:00am on the next day after the submission deadline. For example, for submission period “Dec. 13, 2022 – Jan 02, 2023”, the cut off time is 09:00 am Jan 03, 2023.
- **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.