

## How To

### Speak With an Agent in a Different Language

For Spanish, call ACES\$ at 1-888-355-1994 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.

### Enroll in Secure Email to Send Enrollment Packets

Both Members and caregivers can send information and enrollment packets through secure email. To sign up for ACES\$ secure email, email your request to **SecurePASL@mycil.org**. You will receive an email back with instructions on how to enroll in ACES\$ secure email.



## 2024 Pay Schedule

Pay Period	Timesheets Due	Friday Paydate
12/1/23 to 12/15/23	12/18/23	12/29/23
12/16/23 to 12/31/23	1/2/24	1/12/24
1/1/24 to 1/15/24	1/16/24	1/26/24
1/16/24 to 1/31/24	2/1/24	2/16/24**
2/1/24 to 2/15/24	2/16/24	2/29/24*
2/16/24 to 2/28/24	3/1/24	3/15/24
3/1/24 to 3/15/24	3/18/24	3/29/24
3/16/24 to 3/31/24	4/1/24	4/12/24
4/1/24 to 4/15/24	4/16/24	4/26/24
4/16/24 to 4/30/24	5/1/24	5/10/24
5/1/24 to 5/15/24	5/16/24	5/31/24**
5/16/24 to 5/31/24	6/3/24	6/14/24
6/1/24 to 6/15/24	6/17/24	6/28/24
6/16/24 to 6/30/24	7/1/24	7/12/24
7/1/24 to 7/15/24	7/16/24	7/26/24
7/16/24 to 7/31/24	8/1/24	8/16/24**
8/1/24 to 8/15/24	8/16/24	8/30/24
8/16/24 to 8/31/24	9/3/24	9/13/24
9/1/24 to 9/15/24	9/16/24	9/27/24
9/16/24 to 9/30/24	10/1/24	10/11/24
10/1/24 to 10/15/24	10/16/24	10/25/24
10/16/24 to 10/31/24	11/1/24	11/15/24**
11/1/24 to 11/15/24	11/18/24	11/29/24
11/16/24 to 11/30/24	12/2/24	12/13/24
12/1/24 to 12/15/24	12/16/24	12/27/24
12/16/24 to 12/31/24	1/2/25	1/10/25
1/1/25 to 1/15/25	1/16/25	1/31/25**

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 paydate

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

# Senior LIFE Paid Caregiver Program



# Questions? We're Here to Help!

## Contact Member Care

**Toll-free:** 1-888-355-1994  
**Email:** SupportPASL@mycil.org  
**Fax Documents:** 1-866-637-2534

1142 Sanderson Avenue  
Scranton, PA 18509  
**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.*

## Submit Timesheets

**Online\*:** login.mycil.org  
**Email:** TimesheetsPASL@mycil.org  
**Fax:** 1-888-297-4115

*\*Please note: Both the Employer and the  
caregiver must have an account. If the  
Employer is not the Member, use all the  
Member details and the Employer email.*



**Save Time With ACES\$ Online**  
Registering for Your Account Is Easy



**Step 1:** Call ACES\$ at 1-888-355-1994 for your **ACES\$ Member ID number**.  
(Caregivers don't need an ID number and can skip this first step.)

**Step 2:** Visit **login.mycil.org**

**Step 3:** Click the **Register for an Account** button.

**Step 4:** Choose **Pennsylvania Senior LIFE Paid Caregiver Program**  
from the "Organization" dropdown menu.

**Step 5:** Choose your account type from the "Account Type" dropdown menu.

**Step 6:** Fill out your information.

**Step 7:** ACES\$ Online will email you a link to set your password.

**And you're done!**

**With your ACES\$ Online Account, you can submit timesheets,  
view real-time information and more.**

