



IS YOUR TIMESHEET COMPLETE? (**Tip: Use the checklist on the back of your timesheet for verification.)

All timesheets **must** be received by the deadline below. **No exceptions will be made.**

All timesheets **must** be **signed and dated either on or after the last day worked** by both the employee and employer.

All timesheets **must** include the times worked per day and service code(s).

TIMESHEET SUBMISSION (Submit timesheets quickly through the portal, www.premier-fms.com.)

Mail:
10425 W North Ave
Suite 345
Milwaukee, WI 53226

Email:
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Fax:
1-855-722-2631

Web:
www.premier-fms.com

Pay Period	Pay Period Start Date (Sunday at 12:00am)	Pay Period End Date (Saturday at 11:59pm)	Timesheets due by 11:59pm**	Settlement/Pay Date
	Sunday	Saturday	Friday	Friday
P1	12/04/22	12/17/22	12/23/22	01/06/23
P2	12/18/22	12/31/22	01/06/23	01/20/23
P3	01/01/23	01/14/23	01/20/23	02/03/23
P4	01/15/23	01/28/23	02/03/23	02/17/23
P5	01/29/23	02/11/23	02/17/23	03/03/23
P6	02/12/23	02/25/23	03/03/23	03/17/23
P7	02/26/23	03/11/23	03/17/23	03/31/23
P8	03/12/23	03/25/23	03/31/23	04/14/23
P9	03/26/23	04/08/23	04/14/23	04/28/23
P10	04/09/23	04/22/23	04/28/23	05/12/23
P11	04/23/23	05/06/23	05/12/23	05/26/23
P12	05/07/23	05/20/23	05/26/23	06/09/23
P13	05/21/23	06/03/23	06/09/23	06/23/23
P14	06/04/23	06/17/23	06/23/23	07/07/23
P15	06/18/23	07/01/23	07/07/23	07/21/23
P16	07/02/23	07/15/23	07/21/23	08/04/23
P17	07/16/23	07/29/23	08/04/23	08/18/23
P18	07/30/23	08/12/23	08/18/23	09/01/23
P19	08/13/23	08/26/23	09/01/23	09/15/23
P20	08/27/23	09/09/23	09/15/23	09/29/23
P21	09/10/23	09/23/23	09/29/23	10/13/23
P22	09/24/23	10/07/23	10/13/23	10/27/23
P23	10/08/23	10/21/23	10/27/23	11/10/23
P24	10/22/23	11/04/23	11/10/23	11/24/23
P25	11/05/23	11/18/23	11/24/23	12/08/23
P26	11/19/23	12/02/23	12/08/23	12/22/23
P1	12/03/23	12/16/23	12/22/23	01/05/24
P2	12/17/23	12/30/23	01/05/24	01/19/24