



# Richland Center CLTS 2023 Payroll Schedule

**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 Participant-hired Worker (employee) and Participant (employer)/guardian.

All timesheets **must** include the start and end times for each day.

**Timesheet Submission** (Submit timesheets quickly through the portal, [www.premier-fms.com](http://www.premier-fms.com))

**Walk-In:**

10425 W North Ave.  
Suite 345  
Milwaukee, WI 53226

**Mail:**

PO Box 26001  
Milwaukee, WI 53226

**Email:**

[WICLTS@premier-fms.com](mailto:WICLTS@premier-fms.com)

**Web:**

[www.premier-fms.com](http://www.premier-fms.com)

**Fax:**

1-855-424-8657

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Checks/EFT Sent
	Sunday	Saturday	Friday	Friday
P1	12/11/22	12/24/22	12/30/22	01/06/23
P2	12/25/22	01/07/23	01/13/23	01/20/23
P3	01/08/23	01/21/23	01/27/23	02/03/23
P4	01/22/23	02/04/23	02/10/23	02/17/23
P5	02/05/23	02/18/23	02/24/23	03/03/23
P6	02/19/23	03/04/23	03/10/23	03/17/23
P7	03/05/23	03/18/23	03/24/23	03/31/23
P8	03/19/23	04/01/23	04/07/23	04/14/23
P9	04/02/23	04/15/23	04/21/23	04/28/23
P10	04/16/23	04/29/23	05/05/23	05/12/23
P11	04/30/23	05/13/23	05/19/23	05/26/23
P12	05/14/23	05/27/23	06/02/23	06/09/23
P13	05/28/23	06/10/23	06/16/23	06/23/23
P14	06/11/23	06/24/23	06/30/23	07/07/23
P15	06/25/23	07/08/23	07/14/23	07/21/23
P16	07/09/23	07/22/23	07/28/23	08/04/23
P17	07/23/23	08/05/23	08/11/23	08/18/23
P18	08/06/23	08/19/23	08/25/23	09/01/23
P19	08/20/23	09/02/23	09/08/23	09/15/23
P20	09/03/23	09/16/23	09/22/23	09/29/23
P21	09/17/23	09/30/23	10/06/23	10/13/23
P22	10/01/23	10/14/23	10/20/23	10/27/23
P23	10/15/23	10/28/23	11/03/23	11/10/23
P24	10/29/23	11/11/23	11/17/23	11/24/23
P25	11/12/23	11/25/23	12/01/23	12/08/23
P26	11/26/23	12/09/23	12/15/23	12/22/23