



# Richland Center CLTS 2024 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	12/10/23	12/23/23	12/29/23	01/05/24
P2	12/24/23	01/06/24	01/12/24	01/19/24
P3	01/07/24	01/20/24	01/26/24	02/02/24
P4	01/21/24	02/03/24	02/09/24	02/16/24
P5	02/04/24	02/17/24	02/23/24	03/01/24
P6	02/18/24	03/02/24	03/08/24	03/15/24
P7	03/03/24	03/16/24	03/22/24	03/29/24
P8	03/17/24	03/30/24	04/05/24	04/12/24
P9	03/31/24	04/13/24	04/19/24	04/26/24
P10	04/14/24	04/27/24	05/03/24	05/10/24
P11	04/28/24	05/11/24	05/17/24	05/24/24
P12	05/12/24	05/25/24	05/31/24	06/07/24
P13	05/26/24	06/08/24	06/14/24	06/21/24
P14	06/09/24	06/22/24	06/28/24	07/05/24
P15	06/23/24	07/06/24	07/12/24	07/19/24
P16	07/07/24	07/20/24	07/26/24	08/02/24
P17	07/21/24	08/03/24	08/09/24	08/16/24
P18	08/04/24	08/17/24	08/23/24	08/30/24
P19	08/18/24	08/31/24	09/06/24	09/13/24
P20	09/01/24	09/14/24	09/20/24	09/27/24
P21	09/15/24	09/28/24	10/04/24	10/11/24
P22	09/29/24	10/12/24	10/18/24	10/25/24
P23	10/13/24	10/26/24	11/01/24	11/08/24
P24	10/27/24	11/09/24	11/15/24	11/22/24
P25	11/10/24	11/23/24	11/29/24	12/06/24
P26	11/24/24	12/07/24	12/13/24	12/20/24