

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 Direct Care Professional (Employee) and the Participant (Employer/Guardian).
- All timesheets **must** include the start and end times for each day.

TIMESHEET SUBMISSION (Submit timesheets quickly through the portal)

Walk-In 10425 W North Ave Suite 345 Milwaukee, WI 53226	Mail PO Box 26001 Milwaukee, WI 53226	Email payrolltimesheets@Premier-FMS.com	Portal www.Premier-FMS.com	Fax 855.325.4668
---	--	---	--------------------------------------	----------------------------

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