



NORTHWEST VIRGINIA LIVEABILITY 2025 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 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)

Mail
10425 W North Ave
Suite 345
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	12/01/24	12/14/24	12/20/24	01/03/25
P2	12/15/24	12/28/24	01/03/25	01/17/25
P3	12/29/24	01/11/25	01/17/25	01/31/25
P4	01/12/25	01/25/25	01/31/25	02/14/25
P5	01/26/25	02/08/25	02/14/25	02/28/25
P6	02/09/25	02/22/25	02/28/25	03/14/25
P7	02/23/25	03/08/25	03/14/25	03/28/25
P8	03/09/25	03/22/25	03/28/25	04/11/25
P9	03/23/25	04/05/25	04/11/25	04/25/25
P10	04/06/25	04/19/25	04/25/25	05/09/25
P11	04/20/25	05/03/25	05/09/25	05/23/25
P12	05/04/25	05/17/25	05/23/25	06/06/25
P13	05/18/25	05/31/25	06/06/25	06/20/25
P14	06/01/25	06/14/25	06/20/25	07/03/25
P15	06/15/25	06/28/25	07/04/25	07/18/28
P16	06/29/25	07/12/25	07/18/25	08/01/25
P17	07/13/25	07/26/25	08/01/25	08/15/25
P18	07/27/25	08/09/25	08/15/25	08/29/25
P19	08/10/25	08/23/25	08/29/25	09/12/25
P20	08/24/25	09/06/25	09/12/25	09/26/25
P21	09/07/25	09/20/25	09/26/25	10/10/25
P22	09/21/25	10/04/25	10/10/25	10/24/25
P23	10/05/25	10/18/25	10/24/25	11/07/25
P24	10/19/25	11/01/25	11/07/25	11/21/25
P25	11/02/25	11/15/25	11/21/25	12/05/25
P26	11/16/25	11/29/25	12/05/25	12/19/25