

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 |