

Is your timesheet complete?

- All timesheets **must** be received by the deadline below.
- All timesheets **must** be signed and dated either on or after the last day worked by both the Employee and Employer/Representative.
- All timesheets **must** include the start and end times for each day.

TIMESHEET SUBMISSION

Mail

515 South 700
Suite 2B
Salt Lake City, UT 84102

Walk-In

515 South 700
Suite 2B
Salt Lake City, UT 84102

Email

uttimesheets@premier-fms.com

Fax

855.500.4521

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Checks/EFT Sent
P1	12/16/2024	12/31/2024	01/03/2025	01/10/2025
P2	01/01/2025	01/15/2025	01/18/2025	01/24/2025
P3	01/16/2025	01/31/2025	02/03/2025	02/10/2025
P4	02/01/2025	02/15/2025	02/18/2025	02/25/2025
P5	02/16/2025	02/28/2025	03/03/2025	03/10/2025
P6	03/01/2025	03/15/2025	03/18/2025	03/25/2025
P7	03/16/2025	03/31/2025	04/03/2025	04/10/2025
P8	04/01/2025	04/15/2025	04/18/2025	04/25/2025
P9	04/16/2025	04/30/2025	05/03/2025	05/09/2025
P10	05/01/2025	05/15/2025	05/18/2025	05/23/2025
P11	05/16/2025	05/31/2025	06/03/2025	06/10/2025
P12	06/01/2025	06/15/2025	06/18/2025	06/25/2025
P13 End of fiscal year	06/16/2025	06/30/2025	07/01/2025	07/08/2025
P14	07/01/2025	07/15/2025	07/18/2025	07/25/2025
P15	07/16/2025	07/31/2025	08/03/2025	08/08/2025
P16	08/01/2025	08/15/2025	08/18/2025	08/25/2025
P17	08/16/2025	08/31/2025	09/03/2025	09/10/2025
P18	09/01/2025	09/15/2025	09/18/2025	09/25/2025
P19	09/16/2025	09/30/2025	10/03/2025	10/10/2025
P20	10/01/2025	10/15/2025	10/18/2025	10/24/2025
P21	10/16/2025	10/31/2025	11/03/2025	11/10/2025
P22	11/01/2025	11/15/2025	11/18/2025	11/25/2025
P23	11/16/2025	11/30/2025	12/03/2025	12/10/2025
P24	12/01/2025	12/15/2025	12/18/2025	12/24/2025
2026				
P1	12/16/2025	12/31/2025	01/03/2026	01/09/2026