

Worker Name: _____

Veteran Name: _____

Authorized Representative Name: _____

Pay Period Begins: (MM/DD/YYYY) ____ / ____ / ____ Pay Period Ends: (MM/DD/YYYY) ____ / ____ / ____

Day of Week	Service Date (MM/DD)	Time-In		Time-Out		Total Hours Worked
Sun	/	:	AM	:	AM	
		:	PM	:	PM	
Mon	/	:	AM	:	AM	
		:	PM	:	PM	
Tue	/	:	AM	:	AM	
		:	PM	:	PM	
Wed	/	:	AM	:	AM	
		:	PM	:	PM	
Thu	/	:	AM	:	AM	
		:	PM	:	PM	
Fri	/	:	AM	:	AM	
		:	PM	:	PM	
Sat	/	:	AM	:	AM	
		:	PM	:	PM	
Sun	/	:	AM	:	AM	
		:	PM	:	PM	
Mon	/	:	AM	:	AM	
		:	PM	:	PM	
Tue	/	:	AM	:	AM	
		:	PM	:	PM	
Wed	/	:	AM	:	AM	
		:	PM	:	PM	
Thu	/	:	AM	:	AM	
		:	PM	:	PM	
Fri	/	:	AM	:	AM	
		:	PM	:	PM	
Sat	/	:	AM	:	AM	
		:	PM	:	PM	
Service Hours Total:						

The Employer and Worker certify that the information provided on this timesheet is a true and accurate statement of the services provided. The Employer and Worker understand that payment for services provided are subject to payroll taxes.

Worker Signature: _____ Date: ____ / ____ / ____

Veteran/AR Signature: _____ Date: ____ / ____ / ____

Timesheet Submission

Mail

10425 W North Ave
Suite 345
Milwaukee, WI 53226

Email

PayrollTimesheets@premier-fms.com

Fax

855.334.3866

Timesheet Checklist

Is my legal name on the TS?

Is my Veteran's legal name on the TS?

Did I fill-in the correct pay period with the correct start and end dates?

Example (See schedule for dates):

Pay Period Begins: (MM/DD/YYYY) Pay Period Ends: /DD/YYYY)

07 / 05 / 2024 07 / 18 / 2024

Did I fill-in the dates for the correct day of the week?

Example: July 9th is a Sunday - you would fill the first Sunday as 07/09

Did I review that all my hours are accurate?

Did I sign and date my TS?

Example: If the last day you worked was July 23rd - you would sign and date the TS as 7/23/yr.

Did my employer sign and date my TS?

Did I make sure hours submitted are worked on or before the TS due date and signed date?

Did I use standard time (not military time)?

Did I make sure the dates on the TS are for one pay period **ONLY** and do not cross with any other pay periods?

Did I make sure I did **NOT** use white-out to make corrections?

MARKING INSTRUCTIONS FOR TIMESHEET

- Write in **BLACK** or **BLUE** ink only.
- Write as large and legible as possible *without* touching the sides of the boxes.

Do not write outside of the boxes.

Timesheets received that are missing any of the above information will be rejected and returned for correction. This may result in a delay of payment.

Once all check boxes are checked, please submit your timesheet to PremierFMS.

Why use portal timesheet?

- Eliminates the risk of filling out your timesheet incorrectly.
- Timesheets will be processed faster!
- It's paperless! Go GREEN!
- Can be submitted on any device with an internet connection (home, work, or smart phone).
- It is secure, confidential and can be accessed from any location at any time of the day, year-round.

For any questions or concerns, please contact our office at: **855.287.6638**