

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 Veteran (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:

Premier-FMS.com

Fax

855.325.4668

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Checks/EFT Sent
P1	12/08/24	12/21/24	12/24/24	12/31/24
P2	12/22/24	01/04/25	01/07/25	01/14/25
P3	01/05/25	01/18/25	01/21/25	01/28/25
P4	01/19/25	02/01/25	02/04/25	02/11/25
P5	02/02/25	02/15/25	02/18/25	02/25/25
P6	02/16/25	03/01/25	03/04/25	03/11/25
P7	03/02/25	03/15/25	03/18/25	03/25/25
P8	03/16/25	03/29/25	04/01/25	04/08/25
P9	03/30/25	04/12/25	04/15/25	04/22/25
P10	04/13/25	04/26/25	04/29/25	05/06/25
P11	04/27/25	05/10/25	05/13/25	05/20/25
P12	05/11/25	05/24/25	05/27/25	06/03/25
P13	05/25/25	06/07/25	06/10/25	06/17/25
P14	06/08/25	06/21/25	06/24/25	07/01/25
P15	06/22/25	07/05/25	07/08/25	07/15/25
P16	07/06/25	07/19/25	07/22/25	07/29/25
P17	07/20/25	08/02/25	08/05/25	08/12/25
P18	08/03/25	08/16/25	08/19/25	08/26/25
P19	08/17/25	08/30/25	09/02/25	09/09/25
P20	08/31/25	09/13/25	09/16/25	09/23/25
P21	09/14/25	09/27/25	09/30/25	10/07/25
P21.5	09/28/25	09/30/25	10/07/25	10/14/25
SEMI-Monthly Payroll begins here				
P22	10/01/25	10/15/25	10/18/25	10/24/25
P23	10/16/25	10/31/25	11/03/25	11/10/25
P24	11/01/25	11/15/25	11/18/25	11/25/25
P25	11/16/25	11/30/25	12/03/25	12/10/25
P26	12/01/25	12/15/25	12/17/25*	12/24/25