

**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.
- If you have any questions, call PremierFMS at 855.852.6161.

**TIMESHEET SUBMISSION** (Submit timesheets quickly through the portal)

**Mail**  
 10425 W North Ave  
 Suite 345  
 Milwaukee, WI 53226

**Email**  
[payrolltimesheets@Premier-FMS.com](mailto:payrolltimesheets@Premier-FMS.com)

**Portal**  
[Premier-FMS.com](https://Premier-FMS.com)

**Fax**  
 855.571.7670

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due (even if the date is a holiday)	Checks/EFT Sent
P1	12/08/24	12/21/24	12/23/24	12/27/24
P2	12/22/24	01/04/25	01/06/25	01/10/25
P3	01/05/25	01/18/25	01/20/25	01/24/25
P4	01/19/25	02/01/25	02/03/25	02/07/25
P5	02/02/25	02/15/25	02/17/25	02/21/25
P6	02/16/25	03/01/25	03/03/25	03/07/25
P7	03/02/25	03/15/25	03/17/25	03/21/25
P8	03/16/25	03/29/25	03/31/25	04/04/25
P9	03/30/25	04/12/25	04/14/25	04/18/25
P10	04/13/25	04/26/25	04/28/25	05/02/25
P11	04/27/25	05/10/25	05/12/25	05/16/25
P12	05/11/25	05/24/25	05/26/25	05/30/25
P13	05/25/25	06/07/25	06/09/25	06/13/25
P14	06/08/25	06/21/25	06/23/25	06/27/25
P15	06/22/25	07/05/25	07/07/25	07/11/25
P16	07/06/25	07/19/25	07/21/25	07/25/25
P17	07/20/25	08/02/25	08/04/25	08/08/25
P18	08/03/25	08/16/25	08/18/25	08/22/25
P19	08/17/25	08/30/25	09/01/25	09/05/25
P20	08/31/25	09/13/25	09/15/25	09/19/25
P21	09/14/25	09/27/25	09/29/25	10/03/25
P21.5	09/28/25	09/30/25	10/03/25	10/10/25
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