

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 | 12/16/2025 | 12/31/2025 | 01/03/2026 | 01/09/2026 |
| P2 | 01/01/2026 | 01/15/2026 | 01/18/2026 | 01/23/2026 |
| P3 | 01/16/2026 | 01/31/2026 | 02/03/2026 | 02/10/2026 |
| P4 | 02/01/2026 | 02/15/2026 | 02/18/2026 | 02/25/2026 |
| P5 | 02/16/2026 | 02/28/2026 | 03/03/2026 | 03/10/2026 |
| P6 | 03/01/2026 | 03/15/2026 | 03/18/2026 | 03/25/2026 |
| P7 | 03/16/2026 | 03/31/2026 | 04/03/2026 | 04/10/2026 |
| P8 | 04/01/2026 | 04/15/2026 | 04/18/2026 | 04/24/2026 |
| P9 | 04/16/2026 | 04/30/2026 | 05/03/2026 | 05/08/2026 |
| P10 | 05/01/2026 | 05/15/2026 | 05/18/2026 | 05/22/2026 |
| P11 | 05/16/2026 | 05/31/2026 | 06/03/2026 | 06/10/2026 |
| P12 | 06/01/2026 | 06/15/2026 | 06/18/2026 | 06/25/2026 |
| P13 End of fiscal year | 06/16/2026 | 06/30/2026 | 07/01/2026 | 07/08/2026 |
| P14 | 07/01/2026 | 07/15/2026 | 07/18/2026 | 07/24/2026 |
| P15 | 07/16/2026 | 07/31/2026 | 08/03/2026 | 08/10/2026 |
| P16 | 08/01/2026 | 08/15/2026 | 08/18/2026 | 08/25/2026 |
| P17 | 08/16/2026 | 08/31/2026 | 09/03/2026 | 09/10/2026 |
| P18 | 09/01/2026 | 09/15/2026 | 09/18/2026 | 09/25/2026 |
| P19 | 09/16/2026 | 09/30/2026 | 10/03/2026 | 10/09/2026 |
| P20 | 10/01/2026 | 10/15/2026 | 10/18/2026 | 10/23/2026 |
| P21 | 10/16/2026 | 10/31/2026 | 11/03/2026 | 11/10/2026 |
| P22 | 11/01/2026 | 11/15/2026 | 11/18/2026 | 11/25/2026 |
| P23 | 11/16/2026 | 11/30/2026 | 12/03/2026 | 12/10/2026 |
| P24 | 12/01/2026 | 12/15/2026 | 12/18/2026 | 12/24/2026 |
| 2027 | | | | |
| P1 | 12/16/2026 | 12/31/2026 | 01/03/2027 | 01/08/2027 |