



**Important - Things to Remember:**

All timesheets must be received by the deadline below. No exceptions.  
 All timesheets must be signed by both the employee and employer/guardian.  
 All timesheets must include the in/out times worked per day.  
**Please see the timesheet instructions for further details.**

**\*\*\*Timesheets due e/o Wednesday by midnight\*\*\*  
 Employer Agent Payroll Schedule 2019**

Pay Period Beg Date	Pay Period End Date	Submit Timesheets to FA during period below	Pay Date
12/16/18	12/29/18	<b>12/30 to 01/02</b>	01/11/19
12/30/18	01/12/19	<b>01/13 to 01/16</b>	01/25/19
01/13/19	01/26/19	<b>01/27 to 01/30</b>	02/08/19
01/27/19	02/09/19	<b>02/10 to 02/13</b>	02/22/19
02/10/19	02/23/19	<b>02/24 to 02/27</b>	03/08/19
02/24/19	03/09/19	<b>03/10 to 03/13</b>	03/22/19
03/10/19	03/23/19	<b>03/24 to 03/27</b>	04/05/19
03/24/19	04/06/19	<b>04/07 to 04/10</b>	04/19/19
04/07/19	04/20/19	<b>04/21 to 04/24</b>	05/03/19
04/21/19	05/04/19	<b>05/05 to 05/08</b>	05/17/19
05/05/19	05/18/19	<b>05/19 to 05/22</b>	05/31/19
05/19/19	06/01/19	<b>06/02 to 06/05</b>	06/14/19
06/02/19	06/15/19	<b>06/16 to 06/19</b>	06/28/19
06/16/19	06/29/19	<b>06/30 to 07/03</b>	07/12/19
06/30/19	07/13/19	<b>07/14 to 07/17</b>	07/26/19
07/14/19	07/27/19	<b>07/28 to 07/31</b>	08/09/19
07/28/19	08/10/19	<b>08/11 to 08/14</b>	08/23/19
08/11/19	08/24/19	<b>08/25 to 08/28</b>	09/06/19
08/25/19	09/07/19	<b>09/08 to 09/11</b>	09/20/19
09/08/19	09/21/19	<b>09/22 to 09/25</b>	10/04/19
09/22/19	10/05/19	<b>10/06 to 10/09</b>	10/18/19
10/06/19	10/19/19	<b>10/20 to 10/23</b>	11/01/19
10/20/19	11/02/19	<b>11/03 to 11/06</b>	11/15/19
11/03/19	11/16/19	<b>11/17 to 11/20</b>	11/29/19
11/17/19	11/30/19	<b>12/01 to 12/04</b>	12/13/19
12/01/19	12/14/19	<b>12/15 to 12/18</b>	12/27/19
12/15/19	12/28/19	<b>12/29 to 01/01</b>	01/10/20
12/29/19	01/11/20	<b>01/12 to 01/15</b>	01/24/20

**Timesheets received in the payroll office after the due date posted above will be processed with the next pay date. *There will be NO Exceptions.***

**To submit timesheets:**

1. **Email to:** [timesheets@fiscalassistance.org](mailto:timesheets@fiscalassistance.org) (Scanned and Emailed, No Photos Please)
2. **Fax to:** 1-844-727-7533 or 608-842-0459
3. **Mail or drop off at:** Fiscal Assistance, Inc., **4646 S. Biltmore Lane Madison, WI 53718**

\*\* To access additional information and forms, please visit the Employer Agent Forms Section of our website at <http://www.fiscalassistance.org>

**Questions can be directed to: (Correspondences will be attempted to be returned within 24 hours)**  
**Employer Agent Communications Specialist**  
**1-855-201-4230, Ext. 21**  
**608-846-7058, Ext. 21**  
[Enrollment@fiscalassistance.org](mailto:Enrollment@fiscalassistance.org)