



**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 2020**

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

**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 & Emailed, No Photos Please)
2. Fax to: 1-844-727-7533
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 about payroll and timesheets, please contact our payroll specialists:**

CARE WI	608-819-7752	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>
MY CHOICE	608-819-7752	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>
ICARE	608-819-7734	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>
CLTS/CHILDREN	608-819-7739	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>