



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 2021**

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

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 (Scanned/Emailed PDF Format, No Photos)
2. **Fax to:** 1-844-727-7533
3. **Mail or drop off at:** Fiscal Assistance, Inc., 4646 S. Biltmore Lane Madison, WI 53718

Payroll, Timesheets and Wage Verifications please contact our payroll specialists:

MY CHOICE WI	payroll@fiscalassistance.org	608-819-7752
ICARE	payroll@fiscalassistance.org	608-819-7734
CLTS/CHILDREN (DANE ONLY)	payroll@fiscalassistance.org	608-819-7739
CLTS/ CHILDREN (ALL OTHER COUNTIES)	payroll@fiscalassistance.org	608-819-7734

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