



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 2022

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

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>