

**Important - Things to Remember:**

All timesheets must be received by the deadline below. No exceptions.  
 All timesheets must be signed by 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 Wednesday by midnight\*\*\***

**Employer Agent Payroll Schedule 2023**

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

Future dates or hours submitted after the signature date will not be processed.

**Timesheets received in the payroll office after the due date posted above will be processed with the next pay date. No exceptions.**

**To Submit Timesheets:**

1. **Email to:** [timesheets@fiscalassistance.org](mailto:timesheets@fiscalassistance.org) (Scanned/Emailed PDF Format)
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	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>	608-819-7752
ICARE	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>	608-819-7734
CLTS/CHILDREN (DANE ONLY)	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>	608-819-7739
CLTS/ CHILDREN (ALL OTHER COUNTIES)	<a href="mailto:payroll@fiscalassistance.org">payroll@fiscalassistance.org</a>	608-819-7734

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