

**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 2025**

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

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 (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:

ICARE	payroll@fiscalassistance.org	608-819-7739
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>