



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

!!!! Please note--deadline to submit timesheets has changed !!!!

Employer Agent Payroll Schedule 2019

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

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 and Emailed, No Photos Please)
2. **Fax to:** 1-844-727-7533 or 608-842-0459
3. **Mail or drop off at:** Fiscal Assistance, Inc., 124 W Holum Street, DeForest, WI 53532

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

Questions can be directed to: (Correspondences will be attempted to be returned within 24 hours)
Patrice Smith, Employer Agent Communications Specialist
1-855-201-4230, Ext. 21
608-846-7058, Ext. 21
patrices@fiscalassistance.org