



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 and total hours worked per day.
Please see the timesheet instructions for further details

Payroll Schedule 2017

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

Timesheets received in the payroll office after the due dates posted above will be processed with the next pay date. There will be NO EXCEPTIONS.

Timesheets may be mailed, faxed, or emailed to:

**Family Support & Resource Center
101 Nob Hill Road, Suite 201
Madison, WI 53713**

Fax: 608-237-7524

Email to child's case manager. Email addresses can be found at www.fsrcdane.org under "Contact Us".

**Timesheets may also be dropped off between the hours of 8:00am-4:30pm.
After hours, they can be placed in the FSRC mailbox located at the front of the building.**