



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

**Employer Agent
 CLTS Payroll Schedule
 2018**

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

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.