



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 FSRC Payroll Schedule
 2019**

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

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.**