

## BDS Fiscal 2020 Payroll Payment Schedule

| Pay Period Dates<br>12:00am start date thru 11:59pm end date |            |              | DEADLINE:<br>Timesheets received by: | Pay Date<br>Will be paid on: |
|--|------------|--------------|--------------------------------------|------------------------------|
| P1:  | 12/8/2019  | - 12/31/2019 | Thursday, January 2 <sup>nd</sup>    | 1/15/2020                    |
| P2:  | 1/1/2020   | - 1/15/2020  | Monday, January 20 <sup>th</sup>     | 1/31/2020                    |
| P3:  | 1/16/2020  | - 1/31/2020  | Monday, February 3 <sup>rd</sup>     | 2/14/2020                    |
| P4:  | 2/1/2020   | - 2/15/2020  | Monday, February 17 <sup>th</sup>    | 2/28/2020                    |
| P5:  | 2/16/2020  | - 2/29/2020  | Monday, March 2 <sup>nd</sup>        | 3/13/2020                    |
| P6:  | 3/1/2020   | - 3/15/2020  | Monday, March 16 <sup>th</sup>       | 3/31/2020                    |
| P7:  | 3/16/2020  | - 3/31/2020  | Friday, April 3 <sup>rd</sup>        | 4/15/2020                    |
| P8:  | 4/1/2020   | - 4/15/2020  | Monday, April 20 <sup>th</sup>       | 4/30/2020                    |
| P9:  | 4/15/2020  | - 4/30/2020  | Monday, May 4 <sup>th</sup>          | 5/15/2020                    |
| P10:   | 5/1/2020   | - 5/15/2020  | Monday, May 18 <sup>th</sup>         | 5/29/2020                    |
| P11:   | 5/16/2020  | - 5/31/2020  | Monday, June 1 <sup>st</sup>         | 6/15/2020                    |
| P12:   | 6/1/2020   | - 6/15/2020  | Wednesday, June 17 <sup>th</sup>     | 6/30/2020                    |
| P13:   | 6/16/2020  | - 6/30/2020  | Thursday, July 2 <sup>nd</sup>       | 7/15/2020                    |
| P14:   | 7/1/2020   | - 7/15/2020  | Monday, July 20 <sup>th</sup>        | 7/31/2020                    |
| P15:   | 7/16/2020  | - 7/31/2020  | Monday, August 3 <sup>rd</sup>       | 8/14/2020                    |
| P16:   | 8/1/2020   | - 8/15/2020  | Monday, August 17 <sup>th</sup>      | 8/31/2020                    |
| P17:   | 8/16/2020  | - 8/31/2020  | Wednesday, September 2 <sup>nd</sup> | 9/15/2020                    |
| P18:   | 9/1/2020   | - 9/15/2020  | Thursday, September 17 <sup>th</sup> | 9/30/2020                    |
| P19:   | 9/16/2020  | - 9/30/2020  | Friday, October 2 <sup>nd</sup>      | 10/15/2020                   |
| P20:   | 10/1/2020  | - 10/15/2020 | Monday, October 19 <sup>th</sup>     | 10/30/2020                   |
| P21:   | 10/16/2020 | - 10/31/2020 | Monday, November 2 <sup>nd</sup>     | 11/13/2020                   |
| P22:   | 11/1/2020  | - 11/15/2020 | Monday, November 16 <sup>th</sup>    | 11/30/2020                   |
| P23:   | 11/16/2020 | - 11/30/2020 | Wednesday, December 2 <sup>nd</sup>  | 12/15/2020                   |
| P24:   | 12/1/2020  | - 12/15/2020 | Thursday, December 17 <sup>th</sup>  | 12/31/2020                   |

- **PAY PERIODS:** the 1<sup>st</sup>–15<sup>th</sup> and the 16<sup>th</sup>–last day of each month\* from 12:00am (midnight) to 11:59pm.
- **DEADLINE:** timesheets must be received by this date in order to be paid on the next Pay Date (no exceptions).
- **PAY DATES:** the 15<sup>th</sup>/last day of the month, or the business day before if falling on a weekend or holiday.

\*NOTE: P1 is an exception as we transition from a biweekly payroll system to bimonthly.

**How to submit your timesheet:** Text: 262-373-9870 • Fax: 414-329-4510 • [bdsfiscal@broadscope.org](mailto:bdsfiscal@broadscope.org)

*Timesheets may also be mailed to our office: 6102 W Layton Ave, Greenfield, WI 53220. Drop off during business hours only. BDS Fiscal is associated with Broadscope Disability Services, Inc. and can be reached at 414-329-4500.*