

## BDS Fiscal 2021 Payroll Payment Schedule

<b>Pay Period Dates</b> 12:00am start date thru 11:59pm end date	<b>DEADLINE:</b> Timesheets received by:	<b>Pay Date</b> Will be paid on:
<b>P1:</b> 12/16/2020 - 12/31/2020	<b>Monday, January 4<sup>th</sup></b>	1/15/2021
<b>P2:</b> 1/1/2021 - 1/15/2021	<b>Monday, January 18<sup>th</sup></b>	1/29/2021
<b>P3:</b> 1/16/2021 - 1/31/2021	<b>Tuesday, February 2<sup>nd</sup></b>	2/15/2021
<b>P4:</b> 2/1/2021 - 2/15/2021	<b>Wednesday, February 17<sup>th</sup></b>	2/26/2021
<b>P5:</b> 2/16/2021 - 2/28/2021	<b>Wednesday, March 3<sup>rd</sup></b>	3/15/2021
<b>P6:</b> 3/1/2021 - 3/15/2021	<b>Thursday, March 18<sup>th</sup></b>	3/31/2021
<b>P7:</b> 3/16/2021 - 3/31/2021	<b>Monday, April 5<sup>th</sup></b>	4/15/2021
<b>P8:</b> 4/1/2021 - 4/15/2021	<b>Monday, April 19<sup>th</sup></b>	4/30/2021
<b>P9:</b> 4/16/2021 - 4/30/2021	<b>Monday, May 3<sup>rd</sup></b>	5/14/2021
<b>P10:</b> 5/1/2021 - 5/15/2021	<b>Tuesday, May 18<sup>th</sup></b>	5/31/2021
<b>P11:</b> 5/16/2021 - 5/31/2021	<b>Thursday, June 3<sup>rd</sup></b>	6/15/2021
<b>P12:</b> 6/1/2021 - 6/15/2021	<b>Friday, June 18<sup>th</sup></b>	6/30/2021
<b>P13:</b> 6/16/2021 - 6/30/2021	<b>Friday, July 2<sup>nd</sup></b>	7/15/2021
<b>P14:</b> 7/1/2021 - 7/15/2021	<b>Monday, July 19<sup>th</sup></b>	7/30/2021
<b>P15:</b> 7/16/2021 - 7/31/2021	<b>Tuesday, August 3<sup>rd</sup></b>	8/13/2021
<b>P16:</b> 8/1/2021 - 8/15/2021	<b>Tuesday, August 17<sup>th</sup></b>	8/31/2021
<b>P17:</b> 8/16/2021 - 8/31/2021	<b>Friday, September 3<sup>rd</sup></b>	9/15/2021
<b>P18:</b> 9/1/2021 - 9/15/2021	<b>Friday, September 17<sup>th</sup></b>	9/30/2021
<b>P19:</b> 9/16/2021 - 9/30/2021	<b>Monday, October 4<sup>th</sup></b>	10/15/2021
<b>P20:</b> 10/1/2021 - 10/15/2021	<b>Monday, October 18<sup>th</sup></b>	10/29/2021
<b>P21:</b> 10/16/2021 - 10/31/2021	<b>Wednesday, November 3<sup>rd</sup></b>	11/15/2021
<b>P22:</b> 11/1/2021 - 11/15/2021	<b>Wednesday, November 17<sup>th</sup></b>	11/30/2021
<b>P23:</b> 11/16/2021 - 11/30/2021	<b>Friday, December 3<sup>rd</sup></b>	12/15/2021
<b>P24:</b> 12/1/2021 - 12/15/2021	<b>Friday, December 17<sup>th</sup></b>	12/31/2021

- **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.

**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.*