

BDS Fiscal 2021 Payroll Payment Schedule

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

- **PAY PERIODS:** the 1st–15th and the 16th–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 15th/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

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.