

BDS Fiscal 2023 Payroll Payment Schedule

Pay Period Dates <small>12:00am start date thru 11:59pm end date</small>	DEADLINE: <small>Timesheets received by:</small>	Pay Date <small>Will be paid on:</small>
P1: 12/16/2022 - 12/31/2022	1/2/2023	1/13/2023
P2: 1/1/2023 - 1/15/2023	1/18/2023	1/31/2023
P3: 1/16/2023 - 1/31/2023	2/3/2023	2/15/2023
P4: 2/1/2023 - 2/15/2023	2/17/2023	2/28/2023
P5: 2/16/2023 - 2/28/2023	3/3/2023	3/15/2023
P6: 3/1/2023 - 3/15/2023	3/17/2023	3/31/2023
P7: 3/16/2023 - 3/31/2023	4/4/2023	4/14/2023

- **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.*