

# 2021 Time Reports & Pay Schedule Information

A Time Report is a *payroll time sheet* submitted to LKiChoice on a scheduled basis by providers/employees of the Self-Directed Supports/Fiscal Agent Programs.

After you complete work on the following day ... (Pay Period)	Ensure that your Time Report(s) are at the Prairie du Chien Office by ... (Time Report Due Date)	So that you are PAID on the following date via Direct Deposit: (Pay Date)
12/16/2020 to 12/31/2020	01/05/2021	01/15/2021
01/01/2021 to 01/15/2021	01/20/2021	01/29/2021
01/16/2021 to 01/31/2021	02/03/2021	02/12/2021
02/01/2021 to 02/15/2021	02/18/2021	02/26/2021
02/16/2021 to 02/28/2021	03/04/2021	03/15/2021
03/01/2021 to 03/15/2021	03/19/2021	03/30/2021
03/16/2021 to 03/31/2021	04/05/2021	04/15/2021
04/01/2021 to 04/15/2021	04/20/2021	04/30/2021
04/16/2021 to 04/30/2021	05/05/2021	05/14/2021
05/01/2021 to 05/15/2021	05/19/2021	05/28/2021
05/16/2021 to 05/31/2021	06/04/2021	06/15/2021
06/01/2021 to 06/15/2021	06/18/2021	06/30/2021
06/16/2021 to 06/30/2021	07/05/2021	07/15/2021
07/01/2021 to 07/15/2021	07/20/2021	07/30/2021
07/16/2021 to 07/31/2021	08/05/2021	08/13/2021
08/01/2021 to 08/15/2021	08/19/2021	08/30/2021
08/16/2021 to 08/31/2021	09/03/2021	09/15/2021
09/01/2021 to 09/15/2021	09/20/2021	09/30/2021
09/16/2021 to 09/30/2021	10/05/2021	10/15/2021
10/01/2021 to 10/15/2021	10/20/2021	10/29/2021
10/16/2021 to 10/31/2021	11/04/2021	11/15/2021
11/01/2021 to 11/15/2021	11/19/2021	11/30/2021
11/16/2021 to 11/30/2021	12/03/2021	12/15/2021
12/01/2021 to 12/15/2021	12/20/2021	12/30/2021

Payment dates for hours worked and if timely submission of your time report:

- between the 1<sup>st</sup> and the 15<sup>th</sup> of a month, payment will be the 30<sup>th</sup> day of the same month
- between the 16<sup>th</sup> and the 31<sup>st</sup> of a month, payment will be the 15<sup>th</sup> day of the following (next) month

**LATE TIME REPORTS:** Time Reports received *after* the date indicated in the column titled "Time Report Due Date" will be processed in the next pay period. **No Exceptions.**

## FORMS & SUBMISSION – Questions call 608-326-0434

- Forms are available on our Fiscal Agent Services website: [www.lkichoice.com](http://www.lkichoice.com)
- Faxing your Time Report: (844) 634-7225 – Must call 608-326-0434 to assure fax is received.
- Mailing your Time Report: 106 S Beaumont Road, Prairie du Chien, WI 53821
- Emailing your Time Report: [payroll@lkichoice.com](mailto:payroll@lkichoice.com)



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