

2022 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)
12/16/2021 to 12/31/2021	01/05/2022	01/14/2022
01/01/2022 to 01/15/2022	01/20/2022	01/28/2022
01/16/2022 to 01/31/2022	02/04/2022	02/15/2022
02/01/2022 to 02/15/2022	02/18/2022	02/28/2022
02/16/2022 to 02/28/2022	03/04/2022	03/15/2022
03/01/2022 to 03/15/2022	03/18/2022	03/30/2022
03/16/2022 to 03/31/2022	04/05/2022	04/15/2022
04/01/2022 to 04/15/2022	04/20/2022	04/29/2022
04/16/2022 to 04/30/2022	05/05/2022	05/13/2022
05/01/2022 to 05/15/2022	05/19/2022	05/27/2022
05/16/2022 to 05/31/2022	06/03/2022	06/15/2022
06/01/2022 to 06/15/2022	06/20/2022	06/30/2022
06/16/2022 to 06/30/2022	07/05/2022	07/15/2022
07/01/2022 to 07/15/2022	07/20/2022	07/29/2022
07/16/2022 to 07/31/2022	08/05/2022	08/15/2022
08/01/2022 to 08/15/2022	08/19/2022	08/30/2022
08/16/2022 to 08/31/2022	09/06/2022	09/15/2022
09/01/2022 to 09/15/2022	09/20/2022	09/30/2022
09/16/2022 to 09/30/2022	10/05/2022	10/14/2022
10/01/2022 to 10/15/2022	10/20/2022	10/28/2022
10/16/2022 to 10/31/2022	11/04/2022	11/15/2022
11/01/2022 to 11/15/2022	11/18/2022	11/30/2022
11/16/2022 to 11/30/2022	12/05/2022	12/15/2022
12/01/2022 to 12/15/2022	12/20/2022	12/30/2022

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

- between the 1st and the 15th of a month, payment will be the 30th day of the same month
- between the 16th and the 31st of a month, payment will be the 15th 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
- 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



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