

## BDS Fiscal 2023 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> 12/16/2022 - 12/31/2022	<b>1/2/2023</b>	1/13/2023
<b>P2:</b> 1/1/2023 - 1/15/2023	<b>1/18/2023</b>	1/31/2023
<b>P3:</b> 1/16/2023 - 1/31/2023	<b>2/3/2023</b>	2/15/2023
<b>P4:</b> 2/1/2023 - 2/15/2023	<b>2/17/2023</b>	2/28/2023
<b>P5:</b> 2/16/2023 - 2/28/2023	<b>3/3/2023</b>	3/15/2023
<b>P6:</b> 3/1/2023 - 3/15/2023	<b>3/17/2023</b>	3/31/2023
<b>P7:</b> 3/16/2023 - 3/31/2023	<b>4/3/2023</b>	4/14/2023
<b>P8:</b> 4/1/2023 - 4/15/2023	<b>4/17/2023</b>	4/28/2023
<b>P9:</b> 4/16/2023 - 4/30/2023	<b>5/3/2023</b>	5/15/2023
<b>P10:</b> 5/1/2023 - 5/15/2023	<b>5/17/2023</b>	5/31/2023
<b>P11:</b> 5/16/2023 - 5/31/2023	<b>6/5/2023</b>	6/15/2023
<b>P12:</b> 6/1/2023 - 6/15/2023	<b>6/19/2023</b>	6/30/2023

- **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.*