

2024 Payroll Schedule

1. PAY PERIOD After you complete your last day of work for the pay period ...	2. TIMESHEET DUE DATE Ensure that your timesheet(s) are at the Prairie du Chien Office by the following date.	3. PAY DATE You will be paid on the following date via Direct Deposit.
12/16/2023 to 12/31/2023	01/04/2024	01/12/2024
01/01/2024 to 01/15/2024	01/19/2024	01/30/2024
01/16/2024 to 01/31/2024	02/05/2024	02/15/2024
02/01/2024 to 02/15/2024	02/20/2024	02/29/2024
02/16/2024 to 02/29/2024	03/05/2024	03/15/2024
03/01/2024 to 03/15/2024	03/20/2024	03/29/2024
03/16/2024 to 03/31/2024	04/04/2024	04/15/2024
04/01/2024 to 04/15/2024	04/19/2024	04/30/2024
04/16/2024 to 04/30/2024	05/06/2024	05/15/2024
05/01/2024 to 05/15/2024	05/20/2024	05/30/2024
05/16/2024 to 05/31/2024	06/05/2024	06/14/2024
06/01/2024 to 06/15/2024	06/18/2024	06/28/2024
06/16/2024 to 06/30/2024	07/03/2024	07/15/2024
07/01/2024 to 07/15/2024	07/19/2024	07/30/2024
07/16/2024 to 07/31/2024	08/05/2024	08/15/2024
08/01/2024 to 08/15/2024	08/20/2024	08/30/2024
08/16/2024 to 08/31/2024	09/04/2024	09/13/2024
09/01/2024 to 09/15/2024	09/19/2024	09/30/2024
09/16/2024 to 09/30/2024	10/04/2024	10/15/2024
10/01/2024 to 10/15/2024	10/18/2024	10/30/2024
10/16/2024 to 10/31/2024	11/05/2024	11/15/2024
11/01/2024 to 11/15/2024	11/19/2024	11/29/2024
11/16/2024 to 11/30/2024	12/04/2024	12/13/2024
12/01/2024 to 12/15/2024	12/19/2024	12/30/2024

LATE TIMESHEETS: Timesheets received *after* the date indicated in the column titled “Timesheet Due Date” will be processed in the next pay period. **No Exceptions.**

FORMS & SUBMISSION – Questions call 608-326-0434

- Forms are available on LKChoice website: www.lkchoice.com
- Faxing your timesheet: (844) 634-7225 – Must call 608-326-0434 to ensure fax is received.
- Mailing your timesheet: 106 S Beaumont Road, Prairie du Chien, WI 53821
- Emailing your timesheet: payroll@lkchoice.com

