

TIMESHEET SUBMISSION :
Mail

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Please call **608.326.0434** to ensure fax or mail is received or for any questions.

Late Timesheets received after the date indicated in the “Timesheets Due” column will be processed in the next pay period. **NO EXCEPTIONS. **

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Pay Date
1	12/16/24	12/31/24	01/03/25	01/15/25
2	01/01/25	01/15/25	01/18/25	01/30/25
3	01/16/25	01/31/25	02/03/25	02/14/25
4	02/01/25	02/15/25	02/18/25	02/28/25
5	02/16/25	02/28/25	03/03/25	03/14/25
6	03/01/25	03/15/25	03/18/25	03/28/25
7	03/16/25	03/31/25	04/03/25	04/15/25
8	04/01/25	04/15/25	04/18/25	04/30/25
9	04/16/25	04/30/25	05/03/25	05/15/25
10	05/01/25	05/15/25	05/18/25	05/30/25
11	05/16/25	05/31/25	06/03/25	06/13/25
12	06/01/25	06/15/25	06/18/25	06/30/25
13	06/16/25	06/30/25	07/03/25	07/15/25
14	07/01/25	07/15/25	07/18/25	07/30/25
15	07/16/25	07/31/25	08/03/25	08/15/25
16	08/01/25	08/15/25	08/18/25	08/29/25
17	08/16/25	08/31/25	09/03/25	09/15/25
18	09/01/25	09/15/25	09/18/25	9/30/25
19	09/16/25	09/30/25	10/03/25	10/15/25
20	10/01/25	10/15/25	10/18/25	10/30/25
21	10/16/25	10/31/25	11/03/25	11/14/25
22	11/01/25	11/15/25	11/18/25	11/28/25
23	11/16/25	11/30/25	12/03/25	12/15/25
24	12/01/25	12/15/25	12/18/25	12/30/25

All forms can be found on the [LK iChoice Forms](#) page.