

Payroll Schedule and Timesheet Reminders

Timesheets - are due on the 8th of the month. Payroll periods go from the 1st of the month to the last day of each month. Paychecks are issued on the 20th of each month.

Submitting – timesheets can be submitted by:

- **Mailing:** Jean Gottwald, Fiscal Agent; 673 4th Ave N; Park Falls, WI 54552
- **Faxing:** 24-hour fax line at 715-744-4999
- **Emailing:** scanned or a clear snap shot of your timesheet to:
jean.gottwald@gmail.com

When completing timesheet:

- * Write clearly and in dark blue or black ink only.
- * Enter only one shift/one day per line. If your shift carries over into another day, enter that day on a separate line.
- * Enter total number of hours worked on each individual timesheet
- * Use correct service codes. Timesheets do not need to have descriptions of types of work being completed
 - Respite T1005
 - Supportive Home Care – Routine S5130
 - Supportive Home Care – Assistance S5135
 - Daily Living Skills T2013
- * If you are claiming an overnight pay rate – please indicate in place of Total Hours Worked
- * Use only the most up-to-date/current timesheet
- * Stay within your authorized hours, miles, or services
- * Employee and Member/Employer sign the timesheet before submitting.

Updating personal information

Please notify us of any changes. An address change may be reported with a Notification of Address/Phone Change form (please contact us if one is needed). You can also go to our website at www.jgfiscal.com and obtain the Notification of Address – Phone Change form. If other personal information has changed (name, marital status, number of exemptions, etc.) a new W-4 and WT-4 will need to be completed. Please contact our office at 715-744-4998 or email jean.gottwald@gmail.com so we can get you the correct form to fill out to update your information.