



2015-2016 Wisconsin DVR I/TWE Payroll Schedule

Pay Period:	If timesheets received on or before 5 p.m. on this date:	Payroll Date:
10/05/15 -10/11/15	Monday, October 12, 2015	Friday, October 16, 2015
10/12/15 -10/18/15	Monday, October 19, 2015	Friday, October 23, 2015
10/19/15 -10/25/15	Monday, October 26, 2015	Friday, October 30, 2015
10/26/15 -11/1/15	Monday, November 02, 2015	Friday, November 06, 2015
11/02/15 -11/8/15	Monday, November 09, 2015	Friday, November 13, 2015
11/09/15 -11/15/15	Monday, November 16, 2015	Friday, November 20, 2015
11/16/15 -11/22/15	Monday, November 23, 2015	Friday, November 27, 2015
11/23/15 -11/29/15	Monday, November 30, 2015	Friday, December 04, 2015
11/30/15 -12/6/15	Monday, December 07, 2015	Friday, December 11, 2015
12/07/15 -12/13/15	Monday, December 14, 2015	Friday, December 18, 2015
12/14/15 -12/20/15	Monday, December 21, 2015	Friday, December 25, 2015
12/21/15 -12/27/15	Monday, December 28, 2015	Friday, January 01, 2016
12/28/15 -1/3/16	Monday, January 04, 2016	Friday, January 08, 2016
01/04/16 -1/10/16	Monday, January 11, 2016	Friday, January 15, 2016
01/11/16 -1/17/16	Monday, January 18, 2016	Friday, January 22, 2016
01/18/16 -1/24/16	Monday, January 25, 2016	Friday, January 29, 2016
01/25/16 -1/31/16	Monday, February 01, 2016	Friday, February 05, 2016
02/01/16 -2/7/16	Monday, February 08, 2016	Friday, February 12, 2016
02/08/16 -2/14/16	Monday, February 15, 2016	Friday, February 19, 2016
02/15/16 -2/21/16	Monday, February 22, 2016	Friday, February 26, 2016
02/22/16 -2/28/16	Monday, February 29, 2016	Friday, March 04, 2016
02/29/16 -3/6/16	Monday, March 07, 2016	Friday, March 11, 2016
03/07/16 -3/13/16	Monday, March 14, 2016	Friday, March 18, 2016
03/14/16 -3/20/16	Monday, March 21, 2016	Friday, March 25, 2016
03/21/16 -3/27/16	Monday, March 28, 2016	Friday, April 01, 2016
03/28/16 -4/3/16	Monday, April 04, 2016	Friday, April 08, 2016
04/04/16 -4/10/16	Monday, April 11, 2016	Friday, April 15, 2016
04/11/16 -4/17/16	Monday, April 18, 2016	Friday, April 22, 2016
04/18/16 -4/24/16	Monday, April 25, 2016	Friday, April 29, 2016
04/25/16 -5/1/16	Monday, May 02, 2016	Friday, May 06, 2016
05/02/16 -5/8/16	Monday, May 09, 2016	Friday, May 13, 2016
05/09/16 -5/15/16	Monday, May 16, 2016	Friday, May 20, 2016
05/16/16 -5/22/16	Monday, May 23, 2016	Friday, May 27, 2016
05/23/16 -5/29/16	Monday, May 30, 2016	Friday, June 03, 2016
05/30/16 -6/5/16	Monday, June 06, 2016	Friday, June 10, 2016
06/06/16 -6/12/16	Monday, June 13, 2016	Friday, June 17, 2016
06/13/16 -6/19/16	Monday, June 20, 2016	Friday, June 24, 2016
06/20/16 -6/26/16	Monday, June 27, 2016	Friday, July 01, 2016
06/27/16 -7/3/16	Monday, July 04, 2016	Friday, July 08, 2016
07/04/16 -7/10/16	Monday, July 11, 2016	Friday, July 15, 2016
07/11/16 -7/17/16	Monday, July 18, 2016	Friday, July 22, 2016
07/18/16 -7/24/16	Monday, July 25, 2016	Friday, July 29, 2016
07/25/16 -7/31/16	Monday, August 01, 2016	Friday, August 05, 2016
08/01/16 -8/7/16	Monday, August 08, 2016	Friday, August 12, 2016

Pay Period:	If timesheets received on or before 5 p.m. on this date:	Payroll Date:
08/08/16 -8/14/16	Monday, August 15, 2016	Friday, August 19, 2016
08/15/16 -8/21/16	Monday, August 22, 2016	Friday, August 26, 2016
08/22/16 -8/28/16	Monday, August 29, 2016	Friday, September 02, 2016
08/29/16 -9/4/16	Monday, September 05, 2016	Friday, September 09, 2016
09/05/16 -9/11/16	Monday, September 12, 2016	Friday, September 16, 2016
09/12/16 -9/18/16	Monday, September 19, 2016	Friday, September 23, 2016
09/19/16 -9/25/16	Monday, September 26, 2016	Friday, September 30, 2016
09/26/16 -10/2/16	Monday, October 03, 2016	Friday, October 07, 2016

Opportunities Inc. will be closed on the following days:

2015 HOLIDAY SCHEDULE

HOLIDAY	DATE OBSERVED
Thanksgiving Day	Thursday, November 26, 2015
Day After Thanksgiving	Friday, November 27, 2015
Christmas Eve Day	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015
2016 HOLIDAY SCHEDULE	
HOLIDAY	DATE OBSERVED
New Year's Day	Friday, January 01, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 04, 2016
Labor Day	Monday, September 05, 2016

Please remember the following about your time sheets:

- * Time sheets must be completed with blue or black ink
- * Time sheets are to be signed and dated by the employee and the employer
- * Signature dates should be in MM/DD/YY format
- * Only one entry is allowed per row on the time sheet
- * Incorrect time sheets will require resubmission of corrected time sheets and may delay payment
- * All resubmissions are required to have "REFAX" written at the top of the time sheet
- * Late time sheets will be held until the following pay period
- * Time sheets are accepted by e-mail, voicemail and fax 24 hours per day, 7 days per week
- * Payroll is always one week after the week worked