



## ***2016-2017 Wisconsin DVR I/TWE Payroll Schedule***

<b>Pay Period Start:</b>	<b>Pay Period End:</b>	<b>If timesheets received on or before 5 p.m. on this date:</b>	<b>Payroll Date:</b>
10/03/16 -10/9/16		Monday, October 10, 2016	Friday, October 14, 2016
10/10/16 -10/16/16		Monday, October 17, 2016	Friday, October 21, 2016
10/17/16 -10/23/16		Monday, October 24, 2016	Friday, October 28, 2016
10/24/16 -10/30/16		Monday, October 31, 2016	Friday, November 04, 2016
10/31/16 -11/6/16		Monday, November 07, 2016	Friday, November 11, 2016
11/07/16 -11/13/16		Monday, November 14, 2016	Friday, November 18, 2016
11/14/16 -11/20/16		Monday, November 21, 2016	Friday, November 25, 2016
11/21/16 -11/27/16		Monday, November 28, 2016	Friday, December 02, 2016
11/28/16 -12/4/16		Monday, December 05, 2016	Friday, December 09, 2016
12/05/16 -12/11/16		Monday, December 12, 2016	Friday, December 16, 2016
12/12/16 -12/18/16		Monday, December 19, 2016	Friday, December 23, 2016
12/19/16 -12/25/16		Monday, December 26, 2016	Friday, December 30, 2016
12/26/16 -1/1/17		Monday, January 02, 2017	Friday, January 06, 2017
01/02/17 -1/8/17		Monday, January 09, 2017	Friday, January 13, 2017
01/09/17 -1/15/17		Monday, January 16, 2017	Friday, January 20, 2017
01/16/17 -1/22/17		Monday, January 23, 2017	Friday, January 27, 2017
01/23/17 -1/29/17		Monday, January 30, 2017	Friday, February 03, 2017
01/30/17 -2/5/17		Monday, February 06, 2017	Friday, February 10, 2017
02/06/17 -2/12/17		Monday, February 13, 2017	Friday, February 17, 2017
02/13/17 -2/19/17		Monday, February 20, 2017	Friday, February 24, 2017
02/20/17 -2/26/17		Monday, February 27, 2017	Friday, March 03, 2017
02/27/17 -3/5/17		Monday, March 06, 2017	Friday, March 10, 2017
03/06/17 -3/12/17		Monday, March 13, 2017	Friday, March 17, 2017
03/13/17 -3/19/17		Monday, March 20, 2017	Friday, March 24, 2017
03/20/17 -3/26/17		Monday, March 27, 2017	Friday, March 31, 2017
03/27/17 -4/2/17		Monday, April 03, 2017	Friday, April 07, 2017
04/03/17 -4/9/17		Monday, April 10, 2017	Friday, April 14, 2017
04/10/17 -4/16/17		Monday, April 17, 2017	Friday, April 21, 2017
04/17/17 -4/23/17		Monday, April 24, 2017	Friday, April 28, 2017
04/24/17 -4/30/17		Monday, May 01, 2017	Friday, May 05, 2017
05/01/17 -5/7/17		Monday, May 08, 2017	Friday, May 12, 2017
05/08/17 -5/14/17		Monday, May 15, 2017	Friday, May 19, 2017
05/15/17 -5/21/17		Monday, May 22, 2017	Friday, May 26, 2017
05/22/17 -5/28/17		Monday, May 29, 2017	Friday, June 02, 2017
05/29/17 -6/4/17		Monday, June 05, 2017	Friday, June 09, 2017
06/05/17 -6/11/17		Monday, June 12, 2017	Friday, June 16, 2017
06/12/17 -6/18/17		Monday, June 19, 2017	Friday, June 23, 2017
06/19/17 -6/25/17		Monday, June 26, 2017	Friday, June 30, 2017
06/26/17 -7/2/17		Monday, July 03, 2017	Friday, July 07, 2017
07/03/17 -7/9/17		Monday, July 10, 2017	Friday, July 14, 2017
07/10/17 -7/16/17		Monday, July 17, 2017	Friday, July 21, 2017
07/17/17 -7/23/17		Monday, July 24, 2017	Friday, July 28, 2017
07/24/17 -7/30/17		Monday, July 31, 2017	Friday, August 04, 2017
07/31/17 -8/6/17		Monday, August 07, 2017	Friday, August 11, 2017

08/07/17 -8/13/17	Monday, August 14, 2017	Friday, August 18, 2017
08/14/17 -8/20/17	Monday, August 21, 2017	Friday, August 25, 2017
08/21/17 -8/27/17	Monday, August 28, 2017	Friday, September 01, 2017
08/28/17 -9/3/17	Monday, September 04, 2017	Friday, September 08, 2017
09/04/17 -9/10/17	Monday, September 11, 2017	Friday, September 15, 2017
09/11/17 -9/17/17	Monday, September 18, 2017	Friday, September 22, 2017
09/18/17 -9/24/17	Monday, September 25, 2017	Friday, September 29, 2017
09/25/17 -10/1/17	Monday, October 02, 2017	Friday, October 06, 2017

**Opportunities Inc. will be closed on the following days:**

**2016 HOLIDAY SCHEDULE**

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
Thanksgiving Day	Thursday, November 24, 2016
Day After Thanksgiving	Friday, November 25, 2016
Christmas Eve Day	Friday, December 23, 2016
Christmas Day	Monday, December 26, 2016

**2017 HOLIDAY SCHEDULE**

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	Monday, January 02, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 04, 2017
Labor Day	Monday, September 04, 2017

**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