Lori Knapp CHOICE™
Part of the AssuranceSD Family

2026 PAYROLL SCHEDULE

TIMESHEET SUBMISSION:

Mail
106 S Beaumont Rd
Prairie du Chien, WI 53821

Email
payroll@LoriKnappChoice.com

Fax
844.634.7225

Please call **608.326.0434** to ensure fax or mail is received and/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
	After you complete your last day of work for the pay period...		Ensure that your timesheet(s) are at the Prairie du Chien Office by the following date:	You will be paid on the following date via Direct Deposit.
1	12/16/25	12/31/25	01/03/26	01/15/26
2	01/01/26	01/15/26	01/18/26	01/30/26
3	01/16/26	01/31/26	02/03/26	02/13/26
4	02/01/26	02/15/26	02/18/26	02/27/26
5	02/16/26	02/28/26	03/03/26	03/13/26
6	03/01/26	03/15/26	03/18/26	03/30/26
7	03/16/26	03/31/26	04/03/26	04/15/26
8	04/01/26	04/15/26	04/18/26	04/30/26
9	04/16/26	04/30/26	05/03/26	05/15/26
10	05/01/26	05/15/26	05/18/26	05/29/26
11	05/16/26	05/31/26	06/03/26	06/15/26
12	06/01/26	06/15/26	06/18/26	06/30/26
13	06/16/26	06/30/26	07/03/26	07/15/26
14	07/01/26	07/15/26	07/18/26	07/30/26
15	07/16/26	07/31/26	08/03/26	08/14/26
16	08/01/26	08/15/26	08/18/26	08/28/26
17	08/16/26	08/31/26	09/03/26	09/15/26
18	09/01/26	09/15/26	09/18/26	09/30/26
19	09/16/26	09/30/26	10/03/26	10/15/26
20	10/01/26	10/15/26	10/18/26	10/30/26
21	10/16/26	10/31/26	11/03/26	11/13/26
22	11/01/26	11/15/26	11/18/26	11/30/26
23	11/16/26	11/30/26	12/03/26	12/15/26
24	12/01/26	12/15/26	12/18/26	12/30/26

All forms can be found on the Lori Knapp Choice™ forms page.

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UPDATING PERSONAL INFORMATION

Please verify your mailing address on your Advice of Deposit. If your address is incorrect, please contact our office to get the **Information Change Form** to fill out and return. You can also go to our website and obtain the **Information Change Form**. If you have updated your phone number and/or email address, please also fill out the **Information Change Form** to make sure all your personal information is up to date in our system.

W2's for 2025 are required by law to be mailed out by January 31, 2026.

TIMESHEETS

Payroll periods are from the 1st to the 15th and the 16th to the 30th/31st of each month. Pay dates are on the 15th and 30th of each month. If the pay date falls on a weekend or a holiday, the pay date will be the business day before the 15th or 30th. Below is an example of our **2026 Payroll Schedule** form that is provided on the backside of this paper and can also be found on our website. This example shows the date range of work dates, return date to have timesheets to us, and pay date.

Timesheets received after the due date will be paid on the following pay date.

Pay Period	Pay Period Starts	Pay Period Ends	Timesheets Due	Pay Date
1	12/16/25	12/31/25	01/03/26	01/15/26

WHEN COMPLETING TIMESHEETS:

- Use only the most up to date/current timesheet.
- Write clearly in dark blue or black ink only.
- The Participant and Direct Care Worker both need to sign off and date the timesheet after all days of service have been worked within the pay period.
- Clearly print the Participant and Direct Care Worker names at the top of the timesheet/mileage logs.

WHEN COMPLETING TIMESHEETS (CONT.):

- **Do not use any type of whiteout on the timesheet.** If you make an error, draw a single line through it and re-write. Please initial beside the correction to ensure who made the change.
- Enter only one shift per line. When working past midnight, start a new line for the new workday.
- Put the total number of hours worked on each individual timesheet & stay within your authorized hours, miles, or services.
- Use correct service codes. Please call your Payroll Specialist with any questions on what service code(s) you may claim. Timesheets do not need to have descriptions of types of work being completed i.e., Bath, dishes, etc...
- Mark or write the Funding Source at the bottom of the timesheet.

TIMESHEET SUBMISSION

Faxing. We have a 24-hour fax line at 844.634.7225. Please call to make sure that your fax and proper # of pages were received. **Do not use your fax machine's receipt as confirmation that the fax was received by us.**

Emailing. You can email your timesheet by attaching a scan or a **clear** snapshot of your timesheet from your phone to payroll@loriknappchoice.com. You will receive an email confirmation verifying we received your complete timesheet upon receipt. LKC will email you again if the timesheet is not in order. Call our office if you do not receive an email confirmation.

Web Entry (Online time sheet entry). Online entry requires both you and your Employer/Member to have computer access and separate email addresses to allow for online submission of timesheets. This eliminates your need to complete a paper timesheet. Web Entry is accessible anywhere you have access to the internet. You can view and approve all shifts with a click of a button. You also have access to reports to view hours, employee paycheck information, and account statements.

ELECTRONIC VISIT VERIFICATION (EVV) UNDER THE CARETIME APP

It is **your** responsibility to use EVV for clocking in and out, if your Employer's SPC code is S5125, S5126, T1019, T1020, S9123, S9124, or T1502 and you **do not** live with your Employer. You will also need to complete paper timesheets or Web Entry which should match your clock in and out via EVV.