



## Personal Health Budget Pay Day Timesheet Schedule

Timesheets Period	Deadline by which they need to reach Purple	Pay Day
15/12/2023-14/01/2024	15/01/2024 by 12 noon	26/01/2024
15/01/2024-14/02/2024	15/02/2024 by 12 noon	28/02/2024
15/02/2024-14/03/2024	15/03/2024 by 12 noon	27/03/2024 Early due to bank holiday
15/03/2024-14/04/2024	15/04/2024 by 12 noon	26/04/2024
15/04/2024-14/05/2024	15/05/2024 by 12 noon	28/05/2024
15/05/2024-14/06/2024	15/06/2024 by 12 noon	28/06/2024
15/06/2024-14/07/2024	15/07/2024 by 12 noon	26/07/2024
15/07/2024-14/08/2024	15/08/2024 by 12 noon	28/08/2024
15/08/2024-14/09/2024	15/09/2024 by 12 noon	27/09/2024
15/09/2024-14/10/2024	15/10/2024 by 12 noon	28/10/2024
15/10/2024-14/11/2024	15/11/2024 by 12 noon	28/11/2024
15/11/2024-14/12/2024	11/12/2024 by 12 noon Early due to christmas	20/12/2024
15/12/2024-14/01/2025	15/01/2025 by 12 noon	28/01/2025

Please submit your timesheets by the deadlines above. Any timesheets received after the deadlines will be processed and paid on the next pay day.

If necessary, please estimate your hours and adjust in the following pay period. Payments will be made on or around the 28th, where the 28th falls at a weekend or bank holiday.

**Address:** Purple Zest, BIC109, Arise Innovation Hub, Alan Cherry Drive, Chelmsford, Essex , CM1 1QT.

**Email:** [phbpayroll@wearepurple.org.uk](mailto:phbpayroll@wearepurple.org.uk)

**Telephone:** 01245 392300, Option 1.