

Doncaster

Payroll Group – MA1

Pay Day Timesheet Schedule

Please note a change to the deadline date being brought forward to the Friday before.

Timesheets for 4 weeks dates	Deadline by which they need to reach Purple by:	Pay Day
03/06/2024-30/06/2024 Last Payroll By Penderels	01/07/2024 by 12 noon Last Payroll By Penderels	05/07/2024 Last Payroll By Penderels
01/07/2024-28/07/2024 First Payroll by Purple	26/07/2024 by 12 noon First Payroll by Purple	02/08/2024 First Payroll by Purple
29/07/2024-25/08/2024	22/08/2024 by 12 noon Early due to bank holiday	30/08/2024
26/08/2024-22/09/2024	20/09/2024 by 12 noon	27/09/2024
23/09/2024-20/10/2024	18/10/2024 by 12 noon	25/10/2024
21/10/2024-17/11/2024	15/11/2024 by 12 noon	22/11/2024
18/11/2024-15/12/2024	13/12/2024 by 12 noon	20/12/2024
16/12/2024-12/01/2025	10/01/2025 by 12 noon	17/01/2025

Please submit your timesheets by the deadlines above. Any timesheets received after the deadlines will be processed and paid on the next 4 weekly pay day. If necessary, please estimate your hours and adjust in the following pay period.

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