

## Doncaster

### Payroll Group – MA3

## 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
20/05/2024-16/06/2024 Last Payroll By Penderels	17/06/2024 by 12 noon Last Payroll By Penderels	21/06/2024 Last Payroll By Penderels
17/06/2024-14/07/2024 First Payroll by Purple	12/07/2024 by 12 noon First Payroll by Purple	19/07/2024 First Payroll by Purple
15/07/2024-11/08/2024	09/08/2024 by 12 noon	16/08/2024
12/08/2024-08/09/2024	06/09/2024 by 12 noon	13/09/2024
09/09/2024-06/10/2024	04/10/2024 by 12 noon	11/10/2024
07/10/2024-03/11/2024	01/11/2024 by 12 noon	08/11/2024
04/11/2024-01/12/2024	29/11/2024 by 12 noon	06/12/2024

**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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