

## Doncaster

### Payroll Group – MA4

## 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
27/05/2024-23/06/2024 Last Payroll By Penderels	24/06/2024 by 12 noon Last Payroll By Penderels	28/06/2024 Last Payroll By Penderels
24/06/2024-21/07/2024 First Payroll by Purple	19/07/2024 by 12 noon First Payroll by Purple	26/07/2024 First Payroll by Purple
22/07/2024-18/08/2024	16/08/2024 by 12 noon	23/08/2024
19/08/2024-15/09/2024	13/09/2024 by 12 noon	20/09/2024
16/09/2024-13/10/2024	11/10/2024 by 12 noon	18/10/2024
14/10/2024-10/11/2024	08/11/2024 by 12 noon	15/11/2024
11/11/2024-08/12/2024	06/12/2024 by 12 noon	13/12/2024
09/12/2024-05/01/2024	03/01/2025 by 12 noon	10/01/2025

**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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