



Please email complete timesheets to:
leicesterpayroll@wearepurple.org.uk

Timesheet period from:	Timesheet period to:	Deadline for timesheet submission to Purple:	Pay date:
09/12/2024	05/01/2025	08/01/2025	17/01/2025
06/01/2025	02/02/2025	05/02/2025	14/02/2025
03/02/2025	02/03/2025	05/03/2025	14/03/2025
03/03/2025	30/03/2025	02/04/2025	11/04/2025
31/03/2025	27/04/2025	30/04/2025	09/05/2025
28/04/2025	25/05/2025	28/05/2025	06/06/2025
26/05/2025	22/06/2025	25/06/2025	04/07/2025
23/06/2025	20/07/2025	23/07/2025	01/08/2025
21/07/2025	17/08/2025	19/08/2025 *	29/08/2025*
18/08/2025	14/09/2025	17/09/2025	26/09/2025
15/09/2025	12/10/2025	15/10/2025	24/10/2025
13/10/2025	09/11/2025	12/11/2025	21/11/2025
10/11/2025	07/12/2025	10/12/2025	19/12/2025
08/12/2025	04/01/2026	07/01/2026	16/01/2026
05/01/2026	01/02/2026	04/02/2026	13/02/2026
02/02/2026	01/03/2026	04/03/2026	13/03/2026

We kindly remind you to submit your timesheets no later than the specified deadline.

Timesheets received after the specified deadline will need to be processed in the next payroll cycle, which may result in delays to payments. To ensure timely payments, please make sure to meet the deadline dates. Thank you for your understanding and cooperation.