A purple and white logo

Description automatically generated

**Sandwell**

**Payroll Group – 4 Weekly 1**

**Pay Day Timesheet Schedule**

**Please note a change to the deadline date being brought forward to the Friday before. Please forward date any timesheets and amend if necessary on the next payroll.**

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| --- | --- | --- |
| **Timesheets for**  **4 weeks dates** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 01/12/2024-28/12/2024 | 27/12/2025 by 12 noon | 03/01/2025 |
| 29/12/2024-25/01/2025 | 24/01/2025 by 12 noon | 31/01/2025 |
| 26/01/2025-22/02/2025 | 21/02/2025 by 12 noon | 28/02/2025 |
| 23/02/2025-22/03/2025 | 21/03/2025 by 12 noon | 28/03/2025 |
| 23/03/2025-19/04/2025 | 17/04/2025 by 12 noon  Due to bank holiday | 25/04/2025 |
| 20/04/2025-17/05/2025 | 16/05/2025 by 12 noon | 23/05/2025 |
| 18/05/2025-14/06/2025 | 13/06/2025 by 12 noon | 20/06/2025 |
| 15/06/2025-12/07/2025 | 11/07/2025 by 12 noon | 18/07/2025 |
| 13/07/2025-09/08/2025 | 08/08/2025 by 12 noon | 15/08/2025 |
| 10/08/2025-06/09/2025 | 05/09/2025 by 12 noon | 12/09/2025 |
| 07/09/2025-04/10/2025 | 03/10/2025 by 12 noon | 10/10/2025 |
| 05/10/2025-01/11/2025 | 31/10/2025 by 12 noon | 07/11/2025 |
| 02/11/2025-29/11/2025 | 28/11/2025 by 12 noon | 05/12/2025 |
| 30/11/2025-27/12/2025 | 19/12/2025 by 12 noon  Due to Christmas | 02/01/2026 |

**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.**