A purple and white logo

Description automatically generated

**Sandwell**

**Payroll Group – 4 Weekly 2**

**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** |
| 08/12/2024-04/01/2025 | 03/01/2025 by 12 noon | 10/01/2025 |
| 05/01/2025-01/02/2025 | 31/01/2025 by 12 noon | 07/02/2025 |
| 02/02/2025-01/03/2025 | 28/02/2025 by 12 noon | 07/03/2025 |
| 02/03/2025-29/03/2025 | 28/03/2025 by 12 noon | 04/04/2025 |
| 30/03/2025-26/04/2025 | 25/04/2025 by 12 noon | 02/05/2025 |
| 27/04/2025-24/05/2025 | 23/05/2025 by 12 noon | 30/05/2025 |
| 25/05/2025-21/06/2025 | 20/06/2025 by 12 noon | 27/06/2025 |
| 22/06/2025-19/07/2025 | 18/07/2025 by 12 noon | 25/07/2025 |
| 20/07/2025-16/08/2025 | 15/08/2025 by 12 noon | 22/08/2025 |
| 17/08/2025-13/09/2025 | 12/09/2025 by 12 noon | 19/09/2025 |
| 14/09/2025-11/10/2025 | 10/10/2025 by 12 noon | 17/10/2025 |
| 12/10/2025-08/11/2025 | 07/11/2025 by 12 noon | 14/11/2025 |
| 09/11/2025-06/12/2025 | 05/12/2025 by 12 noon | 12/12/2025 |
| 07/12/2025-03/01/2026 | 02/01/2026 by 12 noon | 09/01/2026 |

**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.**