A purple and white logo

Description automatically generated

**Sandwell**

**Payroll Group – 4 Weekly 4**

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

**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.**