



Important Update

Upcoming payroll improvements – Four-weekly 2 payrolls:

Dear Valued Direct Payment Recipient,

At Purple, we are continually looking for ways to make Direct Payments easier, clearer, and more efficient to manage. Our aim is to introduce practical improvements that create a better experience for you and your Personal Assistant/s.

As part of this commitment, and in agreement with Sandwell Metropolitan Borough Council, we are making a small change to upcoming payroll dates for employed personal assistants.

This change will bring all payrolls into one consistent pay period, replacing the current multiple payroll runs. This will help provide a simpler and more streamlined process going forward. Please follow the information below to support a smooth transition.

What you need to do:

Please review the updated schedule below and ensure timesheets are submitted by the relevant deadline to ensure timely payroll processing.

Timesheet Period	Deadline for timesheets to reach Purple	Pay Day	Explanation
13/09/2026 – 10/10/2026	09/10/2026	16/10/2026	As planned
11/10/2026 – 07/11/2026	06/11/2026	13/11/2026	As planned
08/11/2026 – 05/12/2026	02/12/2026	11/12/2026	As planned
06/12/2026 – 12/12/ 2026	09/12/2026	18/12/2026	1 week period to transistion
13/12/2026–09/01/2027	06/01/2027	15/01/2027	4 weekly cycle

If you have any questions or need support with the transition, please contact us at:
sandwellpayroll@purple-dpss.co.uk

Thank you for your cooperation and support.

Yours sincerely,

Purple Direct Payment Support Service – Sandwell Payroll Department