**2023 / 2024**

Graphical user interface

Description automatically generated with low confidence

**4 Weekly Pay Dates**

**Employed Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Date To and from** | **To Be Submitted By** | **Pay Day (Up to and inc) Friday** |
| 1 | **11/03/23- 07/04/23** | 24th March 2023 | **7th April 2023** |
| 2 | **08/04/23- 05/05/23** | 21st April 2023 | **5th May 2023** |
| 3 | **06/05/23- 02/06/23** | 19th May 2023 | **2nd June 2023** |
| 4 | **03/06/23- 30/06/23** | 16th June 2023 | **30th June 2023** |
| 5 | **01/07/23- 28/07/23** | 14th July 2023 | **28th July 2023** |
| 6 | **29/07/23- 25/08/23** | 11th August 2023 | **25th August 2023** |
| 7 | **26/08/23- 22/09/23** | 8th September 2023 | **22nd September 2023** |
| 8 | **23/09/23- 20/10/23** | 6th October 2023 | **20th October 2023** |
| 9 | **21/10/23- 17/11/23** | 3rd November 2023 | **17th November 2023** |
| 10 | **18/11/23- 15/12/23** | 1st December 2023 | **15th December 2023** |
| 11 | **16/12/23- 12/01/24** | 29th December 2023 | **12th January 2024** |
| 12 | **13/01/24- 09/02/24** | 26th January 2024 | **9th February 2024** |
| 13 | **10/02/24- 08/03/24** | 23rd February 2024 | **8th March 2024** |

**Please note: Timesheets must be in 2 weeks before pay day**

Any queries, please contact your payroll administrator on 01228 317070.

Please send completed time sheets to **timesheets@wearepeoplefirst.co.uk**