

## East Sussex

### Pay Day Timesheet Schedule

Timesheets for 4 weeks dates	Deadline by which they need to reach Purple by:	Pay Day
26/08/2024-22/09/2024	25/09/2024 by 12 noon	04/10/2024
23/09/2024-20/10/2024	23/10/2024 by 12 noon	01/11/2024
21/10/2024-17/11/2024	20/11/2024 by 12 noon	29/11/2024
18/11/2024-15/12/2024	11/12/2024 by 12 noon <b>Early due to Christmas</b>	20/12/2024 <b>Early due to Christmas</b>
16/12/2024-12/01/2025	15/01/2025 by 12 noon	24/01/2025

**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.**

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