A purple and white logo

Description automatically generated

**Sandwell**

**4 Weekly 1**

**Pay Day Timesheet Schedule**

**Please note the adjustment to the date the timesheet needs to be sent to Purple.**

|  |  |  |
| --- | --- | --- |
| **Timesheets for**  **4 weeks dates** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 11/08/2024-07/09/2024  Last payroll with IFA | 10/09/2024  Last payroll with IFA | 13/09/2024  Last payroll with IFA |
| 08/09/2024-05/10/2024  First payroll with Purple | 04/10/2024 by 12 noon  First payroll with Purple | 11/10/2024  First payroll with Purple |
| 06/10/2024-02/11/2024 | 01/11/2024 by 12 noon | 08/11/2024 |
| 03/11/2024-30/11/2024 | 29/11/2024 by 12 noon | 06/12/2024 |
| 01/12/2024-28/12/2024 | 20/12/2024 by 12 noon  (Early due to Christmas Bank Holidays) | 03/01/2025 |

**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.**

**A further Timesheet Schedule for 2025 will follow in due course.**