

**Sandwell**

**4 Weekly 2**

**Pay Day Timesheet Schedule**

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

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| **Timesheets for****4 weeks dates** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 18/08/2024-14/09/2024Last payroll with IFA | 17/09/2024Last payroll with IFA | 20/09/2024Last payroll with IFA |
| 15/09/2024-12/10/2024First payroll with Purple | 11/10/2024 by 12 noonFirst payroll with Purple | 18/10/2024First payroll with Purple |
| 13/10/2024-09/11/2024 | 08/11/2024 by 12 noon | 15/11/2024 |
| 10/11/2024-07/12/2024 | 06/12/2024 by 12 noon | 13/12/2024 |
| 08/12/2024-04/01/2025 | 03/01/2025 by 12 noon | 10/01/2025 |

**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.**