



Please email complete timesheets to:
hertspayroll@wearepurple.org.uk

Timesheet period from:	Timesheet period to:	Deadline for timesheet submission to Purple:	Pay date:
02/12/2024	29/12/2024	31/12/2024 *	10/01/2025
30/12/2024	26/01/2025	29/01/2025	07/02/2025
27/01/2025	23/02/2025	26/02/2025	07/03/2025
24/02/2025	23/03/2025	26/03/2025	04/04/2025
24/03/2025	20/04/2025	23/04/2025	02/05/2025
21/04/2025	18/05/2025	20/05/2025 *	30/05/2025
19/05/2025	15/06/2025	18/06/2025	27/06/2025
16/06/2025	13/07/2025	16/07/2025	25/07/2025
14/07/2025	10/08/2025	13/08/2025	22/08/2025
11/08/2025	07/09/2025	10/09/2025	19/09/2025
08/09/2025	05/10/2025	08/10/2025	17/10/2025
06/10/2025	02/11/2025	05/11/2025	14/11/2025
03/11/2025	30/11/2025	03/12/2025	12/12/2025
01/12/2025	28/12/2025	30/12/2024 *	09/01/2025
29/12/2025	25/01/2026	28/01/2026	06/02/2026
26/01/2026	22/02/2026	25/02/2026	06/03/2026
23/02/2026	22/03/2026	25/03/2026	03/04/2026

We kindly remind you to submit your timesheets no later than the specified deadline. Timesheet dates marked with an asterisk are due earlier as a result of bank holidays.

Timesheets received after the specified deadline will need to be processed in the next payroll cycle, which may result in delays to payments. To ensure timely payments, please make sure to meet the deadline dates. Thank you for your understanding and cooperation.