



Please email complete timesheets to:  
[phbpayroll@wearepurple.org.uk](mailto:phbpayroll@wearepurple.org.uk)

Timesheet period from:	Timesheet period to:	Deadline for timesheet submission to Purple:	Pay date:
15/12/2024	14/01/2025	15/01/2025	28/01/2025
15/01/2025	14/02/2025	15/02/2025	28/02/2025
15/02/2025	14/03/2025	15/03/2025	28/03/2025
15/03/2025	14/04/2025	15/04/2025	28/04/2025
15/04/2025	14/05/2025	15/05/2025	28/05/2025
15/05/2025	14/06/2025	15/06/2025	27/06/2025
15/06/2025	14/07/2025	15/07/2025	28/07/2025
15/07/2025	14/08/2025	15/08/2025	28/08/2025
15/08/2025	14/09/2025	15/09/2025	26/09/2025
15/09/2025	14/10/2025	15/10/2025	28/10/2025
15/10/2025	14/11/2025	15/11/2025	28/11/2025
15/11/2025	14/12/2025	11/12/2025 *	23/12/2025 *
15/12/2025	14/01/2026	15/01/2026	28/01/2026
15/01/2026	14/02/2026	15/02/2026	27/02/2026
15/02/2026	14/03/2026	15/03/2026	27/03/2026

We kindly remind you to submit your timesheets no later than the specified deadline. Dates with an asterisk are marked to indicate a timesheet due in early due to bank holiday an early pay day due to bank holiday.

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.