A purple and white logo

Description automatically generated

**Doncaster**

**Payroll Group – MAN**

**Pay Day Timesheet Schedule**

**Please note a change to the deadline date being brought forward to the Friday before.**

|  |  |  |
| --- | --- | --- |
| **Timesheets for**  **4 weeks dates** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 01/01/2025 - 31/01/2025 | 20/01/2025 by 12 noon | 27/01/2025 |
| 01/02/2025 - 28/02/2025 | 20/02/2025 by 12 noon | 27/02/2025 |
| 01/03/2025 -31/03/2025 | 20/03/2025 by 12 noon | 27/03/2025 |
| 01/04/2025 -30/04/2025 | 18/04/2025 by 12 noon | 25/04/2025 |
| 01/05/2025 – 31/05/2025 | 20/05/2025 by 12 noon | 27/05/2025 |
| 01/06/2025 – 30/06/2025 | 20/06/2025 by 12 noon | 27/06/2025 |
| 01/07/2025 – 31/07/2025 | 18/07/2025 by 12 noon | 25/07/2025 |
| 01/08/2025 – 31/08/2025 | 20/08/2025 by 12 noon | 27/08/2025 |
| 01/09/2025 – 30/09/2025 | 19/09/2025 by 12 noon | 26/09/2025 |
| 01/10/2025 – 31/10/2025 | 20/10/2025 by 12 noon | 27/10/2025 |
| 01/11/2025 – 30/11/2025 | 20/11/2025 by 12 noon | 27/11/2025 |
| 01/12/2025 – 31/12/2025 | 19/12/2025 by 12 noon  Early due to Christmas | 24/12/2025  Early due to Christmas |
| 01/01/2026 – 31/01/2026 | 20/01/2026 by 12 noon | 27/01/2026 |

**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.**