

## Essex Pay Day Timesheet Schedule

Timesheets for 4 weeks ending	Deadline by which they need to reach Purple by:	Pay Day
21/01/2018	19/01/2018 by 12 noon	26/01/2018
18/02/2018	16/02/2018 by 12 noon	23/02/2018
18/03/2018	16/03/2018 by 12 noon	23/03/2018
15/04/2018	13/04/2018 by 12 noon	20/04/2018
13/05/2018	11/05/2018 by 12 noon	18/05/2018
10/06/2018	08/06/2018 by 12 noon	15/06/2018
08/07/2018	06/07/2018 by 12 noon	13/07/2018
05/08/2018	03/08/2018 by 12 noon	10/08/2018
02/09/2018	31/08/2018 by 12 noon	07/09/2018
30/09/2018	28/09/2018 by 12 noon	05/10/2018
28/10/2018	26/10/2018 by 12 noon	02/11/2018
25/11/2018	23/11/2018 by 12 noon	30/11/2018
23/12/2018	TBC	28/12/2018

**Please submit your timesheets by the deadlines above. Any timesheets received after the above dates 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.**

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