

Essex Pay Day Timesheet Schedule

Timesheets for 4 weeks ending	Deadline by which they need to reach Purple by:	Pay Day
20/01/2019	18/01/2019 by 12 noon	25/01/2019
17/02/2019	15/02/2019 by 12 noon	22/02/2019
17/03/2019	15/03/2019 by 12 noon	22/03/2019
14/04/2019	11/04/2019 by 12 noon Early Due to Bank Holiday Monday	18/04/2019
12/05/2019	10/05/2019 by 12 noon	17/05/2019
09/06/2019	07/06/2019 by 12 noon	14/06/2019
07/07/2019	05/07/2019 by 12 noon	12/07/2019
04/08/2019	02/08/2019 by 12 noon	09/08/2019
01/09/2019	30/08/2019 by 12 noon	06/09/2019
29/09/2019	27/09/2019 by 12 noon	04/10/2019
27/10/2019	25/10/2019 by 12 noon	01/11/2019
24/11/2019	22/11/2019 by 12 noon	29/11/2019
22/12/2019	TBC	27/12/2019

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.

email. payments@wearepurple.org.uk **tel.** 01245 214016 **fax.** 01245 392329

address. Purple (Essex), Ivan Peck House, Ground Floor, 1 Russell Way, Chelmsford, Essex CM1 3AA