**Oxfordshire Week 3**

**Pay Day Timesheet Schedule**

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| **Timesheets for**  **4 weeks ending** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 08/12/2019 | 06/12/2019 by 12 noon | 13/12/2019 |
| 05/01/2020 | 03/01/2020 by 12 noon | 10/01/2020 |
| 02/02/2020 | 31/01/2020 by 12 noon | 07/02/2020 |
| 01/03/2020 | 28/02/2020 by 12 noon | 06/03/2020 |
| 29/03/2020 | 27/03/2020 by 12 noon | 03/04/2020 |
| 26/04/2020 | 24/04/2020 by 12 noon | 01/05/2020 |
| 24/05/2020 | 21/05/2020 by 12 noon  Early due to Bank Holiday Monday | 29/05/2020 |
| 21/06/2020 | 19/06/2020 by 12 noon | 26/06/2020 |
| 19/07/2020 | 17/07/2020 by 12 noon | 24/07/2020 |
| 16/08/2020 | 14/08/2020 by 12 noon | 21/08/2020 |
| 13/09/2020 | 11/09/2020 by 12 noon | 18/09/2020 |
| 11/10/2020 | 09/10/2020 by 12 noon | 16/10/2020 |
| 08/11/2020 | 06/11/2020 by 12 noon | 13/11/2020 |
| 06/12/2020 | 04/12/2020 by 12 noon | 11/12/2020 |

**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.**