

## Essex Pay Day Timesheet Schedule – 2019/2020

Timesheets for 4 weeks ending	Deadline by which they need to reach Purple by	Pay Day
22/12/2019	by 12 noon	27/12/2019 by 6pm
19/01/2020	17/01/2020 by 12 noon	24/01/2020 by 6pm
16/02/2020	14/02/2020 by 12 noon	21/02/2020 by 6pm
15/03/2020	13/03/2020 by 12 noon	20/03/2020 by 6pm
12/04/2020	09/04/2020 by 12 noon Early due to Bank Holiday Friday	17/04/2020 by 6pm
10/05/2020	07/05/2020 by 12 noon Early due to Bank Holiday Friday	15/05/2020 by 6pm
07/06/2020	05/06/2020 by 12 noon	12/06/2020 by 6pm
05/07/2020	03/07/2020 by 12 noon	10/07/2020 by 6pm
02/08/2020	31/07/2020 by 12 noon	07/08/2020 by 6pm
30/08/2020	27/08/2020 by 12 noon Early due to Bank Holiday Monday	04/09/2020 by 6pm
27/09/2020	25/09/2020 by 12 noon	02/10/2020 by 6pm
25/10/2020	23/10/2020 by 12 noon	30/10/2020 by 6pm
22/11/2020	20/11/2020 by 12 noon	27/11/2020 by 6pm
27/12/2020	09/12/2020 by 12 noon	18/12/2020 by 6pm

PLEASE SUBMIT YOUR TIMESHEETS BY THE DEADLINES ABOVE -  
ANY TIMESHEETS RECEIVED AFTER THE ABOVE DATES WILL BE PROCESSED AND  
PAID ON THE NEXT FOUR WEEKLY PAY DAY

IF NECESSARY, PLEASE ESTIMATE YOUR HOURS AND ADJUST  
IN THE FOLLOWING PAY PERIOD

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