

PHB Pay Day Timesheet Schedule – 2019/2020

Timesheets for 4 weeks ending	Deadline by which they need to reach Purple by	Pay Day
15/12/2019	by 12 noon	20/12/2019 by 6pm
12/01/2020	10/01/2020 by 12 noon	17/01/2020 by 6pm
09/02/2020	07/02/2020 by 12 noon	14/02/2020 by 6pm
08/03/2020	06/03/2020 by 12 noon	13/03/2020 by 6pm
05/04/2020	02/04/2020 by 12 noon Early due to Bank Holiday Friday	09/04/2020 by 6pm
03/05/2020	30/04/2020 by 12 noon Early due to Bank Holiday Friday	07/05/2020 by 6pm
31/05/2020	29/05/2020 by 12 noon	05/06/2020 by 6pm
28/06/2020	26/06/2020 by 12 noon	03/07/2020 by 6pm
26/07/2020	24/07/2020 by 12 noon	31/07/2020 by 6pm
23/08/2020	21/08/2020 by 12 noon	28/08/2020 by 6pm
20/09/2020	18/09/2020 by 12 noon	25/09/2020 by 6pm
18/10/2020	16/10/2020 by 12 noon	23/10/2020 by 6pm
15/11/2020	13/11/2020 by 12 noon	20/11/2020 by 6pm
13/12/2020	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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