**ESSEX PAY DAY TIMESHEET SCHEDULE –2020/2021**

This timesheet schedule replaces all previous schedules.

1. The schedule includes the transition from 4-weekly to monthly payroll by November.
2. The pay day on 6 November covers a 5-week period to avoid two payments being made in the same month. A separate timesheet has been created for this.
3. Monthly payroll will start in November. A timesheet has been created for this and is downloadable from our website - www.wearepurple.org.uk/toolbox/essex/
4. From the end of November, the deadline for timesheets will always be the 1st of the month and pay day will always be the 14th of the month.

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| **TIMESHEET PERIOD** | **DEADLINE FOR TIMESHEETS TO REACH PURPLE** | **PAY DAY** |
| **2020** | | |
| 3 August – 30 August | 27 August, 12 noon | 4 September |
| 31 August – 27 September | 25 September, 12 noon | 2 October |
| 28 September - 31 October | 30 October, 12 noon | 6 November |
| 1 – 30 November | 1 December, 12 noon | 14 December |
| 1 – 31 December | 1 January 2021, 12 noon | 14 January 2021 |
| **2021** | | |
| 1 – 31 January | 1 February, 12 noon | 14 February |
| 1 – 28 February | 1 March, 12 noon | 14 March |
| 1 – 31 March | 1 April, 12 noon | 14 April |
| 1 – 30 April | 1 May, 12 noon | 14 May |
| 1 – 31 May | 1 June, 12 noon | 14 June |
| 1 – 30 June | 1 July, 12 noon | 14 July |
| 1 – 31 July | 1 August, 12 noon | 14 August |

**PLEASE OBSERVE THE FOLLOWING GUIDELINES**

Please submit your timesheets by the deadlines above.

Any timesheets received after the above dates will be processed and paid on the next pay day

Please note, if the payday falls on a weekend you will be paid on the Friday prior to pay day.

Please send your timesheets by email to [**essexpayroll@wearepurple.org.uk**](mailto:essexpayroll@wearepurple.org.uk)

If you do not have an email address, please post to Purple (essex), Ivan Peck House, 1 Russell Way, Chelmsford, CM1 3AA.

Thank you.