**Essex**

**Pay Day Timesheet Schedule**

|  |  |  |
| --- | --- | --- |
| **TIMESHEET PERIOD** | **DEADLINE FOR TIMESHEETS TO REACH PURPLE** | **PAY DAY** |
| **2021** | | |
| 1 – 31 DECEMBER 2020 | 1 JANUARY, 12 NOON | 14 JANUARY |
| 1 – 31 JANUARY | 1 FEBRUARY, 12 NOON | 12 FEBRUARY |
| 1 – 28 FEBRUARY | 1 MARCH, 12 NOON | 12 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 | 13 AUGUST |
| 1 – 31 AUGUST | 1 SEPTEMBER, 12 NOON | 14 SEPTEMBER |
| 1 – 30 SEPTEMBER | 1 OCTOBER, 12 NOON | 14 OCTOBER |
| 1 – 31 OCTOBER | 1 NOVEMBER, 12 NOON | 12 NOVEMBER |
| 1 – 30 NOVEMBER | 1 DECEMBER, 12 NOON | 14 DECEMBER |
| 1 – 31 DECEMBER | 1 JANUARY, 12 NOON | 14 JANUARY 2022 |

**Please submit your timesheets by the deadlines above. Any timesheets received after the deadlines will be processed and paid on the next monthly pay day. If necessary, please estimate your hours and adjust in the following pay period.**