**Cambridge**

**Pay Day Timesheet Schedule**

|  |  |  |
| --- | --- | --- |
| **Timesheets for**  **4 weeks dates** | **Deadline by which they need to reach Purple by:** | **Pay Day** |
| 14/11/2022-11/12/2022 | 09/12/2022 by 12 noon | 16/12/2022 |
| 12/12/2022-08/01/2023 | 06/01/0233 by 12 noon | 13/01/2023 |
| 09/01/2023-05/02/2023 | 03/02/2023 by 12 noon | 10/02/2023 |
| 06/02/2023-05/03/2023 | 03/03/2023 by 12 noon | 10/03/2023 |
| 06/03/2023-02/04/2023 | 29/03/2023 by 12 noon  Brought forward due to Good Friday | 06/04/2023 |
| 03/04/2023-30/04/2023 | 28/04/2023 by 12 noon | 05/05/2023 |
| 01/05/2023-28/05/2023 | 26/05/2023 by 12 noon | 02/06/2023 |
| 29/05/2023-25/06/2023 | 23/06/2023 by 12 noon | 30/06/2023 |
| 26/06/2023-23/07/2023 | 21/07/2023 by 12 noon | 28/07/2023 |
| 24/07/2023-20/08/2023 | 18/08/2023 by 12 noon | 25/08/2023 |
| 21/08/2023-17/09/2023 | 15/09/2023 by 12 noon | 22/09/2023 |
| 18/09/2023-15/10/2023 | 13/10/2023 by 12 noon | 20/10/2023 |
| 16/10/2023-12/11/2023 | 10/11/2023 by 12 noon | 17/11/2023 |
| 13/11/2023-10/12/2023 | 08/12/2023 by 12 noon | 15/12/2023 |
| 11/12/2023-07/01/2024 | 05/01/2024 by 12 noon | 12/01/2024 |

**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.**