

**Pay Day Timesheet Schedule for Essex Customers 2023/24**

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| **Timesheet Period** | **Deadline for Timesheets to reach Penderels Trust** | **Pay Day** |
| 1st to 30th June | 1st July, 12 noon | 14th July |
| 1st to 31st July | 1st August, 12 noon | 14th August |
| 1st to 31st August | 1st September, 12 noon | 14th September |
| 1st to 30th September | 1st October, 12 noon | 13th October |
| 1st to 31st October | 1st November, 12 noon | 14th November |
| 1st to 30th November | 1st December, 12 noon | 14th December |
| 1st to 31st December | 2nd January 2024, 12 noon | 12th January |
| 1st to 31st January 2024 | 1st February, 12 noon | 14th February  |
| 1st to 29th February | 1st March, 12 noon | 14th March  |
| 1st to 31st March | 1st April, 12 noon | 12th April  |

**Please submit your timesheets by the deadlines above. Any timesheets received after the deadline will be processed and paid on the next monthly pay day. If necessary, please estimate your hours and adjust in the following pay period. All timesheets should be sent to the email address at the top of your timesheet.**

**Please visit our webpage for more information and contact details.**

[**www.penderelstrust.org.uk/essex**](http://www.penderelstrust.org.uk/essex)