

Red Payroll Dates

Please ensure that your timesheets reach us by your deadline. Late timesheets may impact on your employee's tax and National Insurance. Please also be aware of any Bank Holidays and allow extra time for postage if necessary also differences for Easter and Christmas

Four week periods (starting Monday)	Timesheet <u>MUST</u> reach Equal Lives by Monday 4.30pm	PA's payment due (Friday)	Tax Week
20/03/23	18/04/2023	21/04/2023	4
27/03/23			
03/04/23			
10/04/23			
**** Payroll Deadline changed to <u>Monday 4.30pm</u>****			
17/04/23	15/05/2023	19/05/2023	8
24/04/23			
01/05/23			
08/05/23			
15/05/23	12/06/2023	16/06/2023	12
22/05/23			
29/05/23			
05/06/23			
12/06/23	10/07/2023	14/07/2023	16
19/06/23			
26/06/23			
03/07/23			
10/07/23	07/08/2023	11/08/2023	20
17/07/23			
24/07/23			
31/07/23			
07/08/23	04/09/2023	08/09/2023	24
14/08/23			
21/08/23			
28/08/23			
04/09/23	02/10/2023	06/10/2023	28
11/09/23			
18/09/23			
25/09/23			

Four week periods (starting Monday)	Timesheet <u>MUST</u> reach Equal Lives by Tuesday 4.30pm	PA's payment due (Friday)	Tax Week
02/10/23	30/10/2023	03/11/2023	32
09/10/23			
16/10/23			
23/10/23			
30/10/23	28/11/2023	02/12/2023	36
06/11/23			
13/11/23			
20/11/23			
27/11/23	**CHRISTMAS** Thursday 21/12/2023	29/12/2023	40
04/12/23			
11/12/23			
18/12/23			
25/12/23	22/01/2024	26/01/2024	44
01/01/24			
08/01/24			
15/01/24			
22/01/24	19/02/2024	23/02/2024	48
29/01/24			
05/02/24			
12/02/24			
19/02/24	18/03/2024	22/03/2024	52
26/02/24			
04/03/24			
11/03/24			
18/03/24	15/04/2024	19/04/2024	4
25/03/24			
01/04/24			
08/04/24			
15/04/24	13/05/2024	17/05/2024	8
22/04/24			
29/04/24			
06/05/24			