

## Blue 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

Four week periods (starting Monday)	Timesheet <u>MUST</u> reach Equal Lives by Monday 4.30PM	PA's payment due (Friday)	Tax Week
27/03/23	<b>25/04/2023</b>	28/04/2023	4
03/04/23			
10/04/23			
17/04/23			
<b>****Timesheet Deadline <u>Monday 4.30pm</u>****</b>			
24/04/23	<b>22/05/2023</b>	26/05/2023	8
01/05/23			
08/05/23			
15/05/23			
22/05/23	<b>19/06/2023</b>	23/06/2023	12
29/05/23			
05/06/23			
12/06/23			
19/06/23	<b>17/07/2023</b>	21/07/2023	16
26/06/23			
03/07/23			
10/07/23			
17/07/23	<b>14/08/2023</b>	18/08/2023	20
24/07/23			
31/07/23			
07/08/23			
14/08/23	<b>11/09/2023</b>	15/09/2023	24
21/08/23			
28/08/23			
04/09/23			
11/09/23	<b>09/10/2023</b>	13/10/2023	28
18/09/23			
25/09/23			
02/10/23			
09/10/23	<b>06/11/2023</b>	10/11/2023	32
16/10/23			
23/10/23			
30/10/23			

Four week periods (starting Monday)	Timesheet <u>MUST</u> reach Equal Lives by Monday 4.30pm	PA's payment due (Friday)	Tax Week
06/11/23	<b>04/12/2023</b>	08/12/2023	36
13/11/23			
20/11/23			
27/11/23			
04/12/23	<b>***NEW YEAR*** Thursday b28/12/2023</b>	05/01/2024	40
11/12/23			
18/12/23			
25/12/23			
01/01/24	<b>29/01/2024</b>	02/02/2024	44
08/01/24			
15/01/24			
22/01/24			
29/01/24	<b>26/02/2024</b>	01/03/2024	48
05/02/24			
12/02/24			
19/02/24			
26/02/24	<b>**Easter Week** Thursday 21/03/2024</b>	<b>28/03/2024</b>	52
04/03/24			
11/03/24			
18/03/24			
25/03/24	<b>22/04/2024</b>	26/04/2024	4
01/04/24			
08/04/24			
15/04/24			
22/04/24	<b>20/05/2024</b>	24/05/2024	8
29/04/24			
06/05/24			
13/05/24			
20/05/24	<b>17/06/2024</b>	21/06/2024	12
27/05/24			
03/06/24			
10/06/24			