

Payroll Cycle 1 Timesheet Schedule 2023/2024

4 Week Period	New timesheet start date	Cut-off date (Only worked hours to this date should be entered)	Timesheet must be sent into us by	Payment date
4 Week 1	27 March 2023	23 April 2023	25 April 2023	28 April 2023
4 Week 2	24 April 2023	21 May 2023	23 May 2023	26 May 2023
4 Week 3	22 May 2023	18 June 2023	20 June 2023	23 June 2023
4 Week 4	19 June 2023	16 July 2023	18 July 2023	21 July 2023
4 Week 5	17 July 2023	13 August 2023	15 August 2023	18 August 2023
4 Week 6	14 August 2023	10 September 2023	12 September 2023	15 September 2023
4 Week 7	11 September 2023	8 October 2023	10 October 2023	13 October 2023
4 Week 8	9 October 2023	5 November 2023	7 November 2023	10 November 2023
4 Week 9	6 November 2023	3 December 2023	5 December 2023	8 December 2023
4 Week 10	4 December 2023	31 December 2023	2 January 2024	5 January 2024
4 Week 11	1 January 2024	28 January 2024	30 January 2024	2 February 2024
4 Week 12	29 January 2024	25 February 2024	27 February 2024	1 March 2024
4 Week 13	26 February 2024	24 March 2024	26 March 2024	29 March 2024

Please return your completed timesheet to dp@barriebookkeeping.co.uk or send back to the address shown on the timesheet.