

Payroll Cycle 2 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	6 March 2023	2 April 2023	4 April 2023	7 April 2023
4 Week 2	3 April 2023	30 April 2023	2 May 2023	5 May 2023
4 Week 3	1 May 2023	28 May 2023	30 May 2023	2 June 2023
4 Week 4	29 May 2023	25 June 2023	27 June 2023	30 June 2023
4 Week 5	26 June 2023	23 July 2023	25 July 2023	28 July 2023
4 Week 6	24 July 2023	20 August 2023	22 August 2023	25 August 2023
4 Week 7	21 August 2023	17 September 2023	19 September 2023	22 September 2023
4 Week 8	18 September 2023	15 October 2023	17 October 2023	20 October 2023
4 Week 9	16 October 2023	12 November 2023	14 November 2023	17 November 2023
4 Week 10	13 November 2023	10 December 2023	12 December 2023	15 December 2023
4 Week 11	11 December 2023	7 January 2024	9 January 2024	12 January 2024
4 Week 12	8 January 2024	4 February 2024	6 February 2024	9 February 2024
4 Week 13	5 February 2024	3 March 2024	5 March 2024	8 March 2024
4 Week 14	4 March 2024	31 March 2024	2 April 2024	5 April 2024

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