

## **Payroll Cycle 3 Timesheet Schedule 2023/2024**

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

Please return your completed timesheet to [dp@barriebookkeeping.co.uk](mailto:dp@barriebookkeeping.co.uk) or send back to the address shown on the timesheet.