

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

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