

Month	Timesheet submission deadline:	Approval deadline	Pay Date:	Week ending dates included in pay run:
September 2023	4 th September 2023	5 th September 2023	22 nd September 2023	13/08/2023 20/08/2023 27/08/2023 03/09/2023
October 2023	2 nd October 2023	3 rd October 2023	24 th October 2023	10/09/2023 17/09/2023 24/09/2023 01/10/2023
November 2023	6 th November 2023	7 th November 2023	24 th November 2023	08/10/2023 15/10/2023 22/10/2023 29/10/2023 05/11/2023

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December 2023	4 th December 2023	5 th December 2023	19 th December 2023	12/11/2023 19/11/2023 26/11/2023 03/12/2023
January 2024	8 th January 2024	9 th January 2024	24 th January 2024	10/12/2023 17/12/2023 24/12/2023 31/12/2023 07/01/2024
February 2024	5 th February 2024	6 th February 2024	23 rd February 2024	14/01/2024 21/01/2024 28/01/2024 04/02/2024

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March 2024	4 th March 2024	5 th March 2024	22 nd March 2024	11/02/2024 18/02/2024 25/02/2024 03/03/2024
April 2024	1 st April 2024	2 nd April 2024	24 th April 2024	10/03/2024 17/03/2024 24/03/2024 31/03/2024
May 2024	29 th April 2024	30 th April 2024	24 th May 2024	07/04/2024 14/04/2024 21/04/2024 28/04/2024

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June 2024	3 rd June 2024	4 th June 2024	24 th June 2024	05/05/2024 12/05/2024 19/05/2024 26/05/2024 02/06/2024