

| Month | Timesheet submission deadline: | Approval deadline | Pay Date: | Week ending dates included in pay run: |
|-----------------------|---------------------------------------|--------------------------------|---------------------------------|--|
| September 2022 | 5 th September 2022 | 6 th September 2022 | 23 rd September 2022 | 14/08/2022 21/08/2022 28/08/2022 04/09/2022 |
| October 2022 | 3 rd October 2022 | 4 th October 2022 | 24 th October 2022 | 11/09/2022 18/09/2022 25/09/2022 02/10/2022 |
| November 2022 | 31 st October 2022 | 1 st November 2022 | 24 th November 2022 | 09/10/2022 16/10/2022 23/10/2022 30/10/2022 |

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|----------------------|---------------------------------------|--------------------------------|--------------------------------|--|
| December 2022 | 28 th November 2022 | 29 th November 2022 | 19 th December 2022 | 06/11/2022 13/11/2022 20/11/2022 27/11/2022 |
| January 2023 | 3 rd January 2023 | 4 th January 2023 | 24 th January 2023 | 04/12/2022 11/12/2022 18/12/2022 25/12/2022 01/01/2023 |
| February 2023 | 6 th February 2023 | 7 th February 2023 | 24 th February 2023 | 08/01/2023 15/01/2023 22/01/2023 29/01/2023 05/02/2023 |

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|-------------------|---------------------------------------|----------------------------|-----------------------------|--|
| March 2023 | 6 th March 2023 | 7 th March 2023 | 24 th March 2023 | 12/02/2023 19/02/2023 26/02/2023 05/03/2023 |
| April 2023 | 3 rd April 2023 | 4 th April 2023 | 24 th April 2023 | 12/03/2023 19/03/2023 26/03/2023 02/04/2023 |
| May 2023 | 1 st May 2023 | 2 nd May 2023 | 24 th May 2023 | 09/04/2023 16/04/2023 23/04/2023 30/04/2023 |

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|------------------|--------------------------------|---------------------------|----------------------------|--|
| June 2023 | 5 th June 2023 | 6 th June 2023 | 23 rd June 2023 | 07/05/2023 14/05/2023 21/05/2023 28/05/2023 04/06/2023 |
| July 2023 | 3 rd July 2023 | 4 th July 2023 | 24 th July 2023 | 11/06/2023 18/06/2023 25/06/2023 02/07/2023 |