

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

<b>Month</b>	<b>Timesheet submission deadline:</b>	<b>Approval deadline</b>	<b>Pay Date:</b>	<b>Week ending dates included in pay run:</b>
<b>December 2023</b>	4 <sup>th</sup> December 2023	5 <sup>th</sup> December 2023	19 <sup>th</sup> December 2023	12/11/2023 19/11/2023 26/11/2023 03/12/2023
<b>January 2024</b>	8 <sup>th</sup> January 2024	9 <sup>th</sup> January 2024	24 <sup>th</sup> January 2024	10/12/2023 17/12/2023 24/12/2023 31/12/2023 07/01/2024
<b>February 2024</b>	5 <sup>th</sup> February 2024	6 <sup>th</sup> February 2024	23 <sup>rd</sup> February 2024	14/01/2024 21/01/2024 28/01/2024 04/02/2024

<b>Month</b>	<b>Timesheet submission deadline:</b>	<b>Approval deadline</b>	<b>Pay Date:</b>	<b>Week ending dates included in pay run:</b>
<b>March 2024</b>	4 <sup>th</sup> March 2024	5 <sup>th</sup> March 2024	22 <sup>nd</sup> March 2024	11/02/2024 18/02/2024 25/02/2024 03/03/2024
<b>April 2024</b>	1 <sup>st</sup> April 2024	2 <sup>nd</sup> April 2024	24 <sup>th</sup> April 2024	10/03/2024 17/03/2024 24/03/2024 31/03/2024
<b>May 2024</b>	29 <sup>th</sup> April 2024	30 <sup>th</sup> April 2024	24 <sup>th</sup> May 2024	07/04/2024 14/04/2024 21/04/2024 28/04/2024

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<b>June 2024</b>	3 <sup>rd</sup> June 2024	4 <sup>th</sup> June 2024	24 <sup>th</sup> June 2024	05/05/2024 12/05/2024 19/05/2024 26/05/2024 02/06/2024
<b>July 2024</b>	8 <sup>th</sup> July 2024	9 <sup>th</sup> July 2024	24 <sup>th</sup> July 2024	09/06/2024 16/06/2024 23/06/2024 30/06/2024 07/07/2024
<b>August 2024</b>	5 <sup>th</sup> August 2024	6 <sup>th</sup> August 2024	23 <sup>rd</sup> August 2024	14/07/2024 21/07/2024 28/07/2024 04/08/2024

<b>Month</b>	<b>Timesheet submission deadline:</b>	<b>Approval deadline</b>	<b>Pay Date:</b>	<b>Week ending dates included in pay run:</b>
<b>September 2024</b>	9 <sup>th</sup> September 2024	10 <sup>th</sup> September 2024	24 <sup>th</sup> September 2024	11/08/2024 18/08/2024 25/08/2024 01/09/2024 08/09/2024