

Month	Timesheet submission deadline:	Approval deadline	Pay Date:	Week ending dates included in pay run:
<b>January 2026</b>	5th January 2026	6th January 2026	23rd January 2026	07/12/2025 14/12/2025 21/12/2025 28/12/2025 04/01/2026
<b>February 2026</b>	2nd February 2026	3rd February 2026	24th February 2026	11/01/2026 18/01/2026 25/01/2026 01/02/2026
<b>March 2026</b>	2nd March 2026	3rd March 2026	24th March 2026	08/02/2026 15/02/2026 22/02/2026 01/03/2026
<b>April 2026</b>	30th March 2026	31st March 2026	24th April 2026	08/03/2026 15/03/2026 22/03/2026 29/03/2026

