

DEADLINES AND PAYMENT DATES FOR SUPPLY TEACHERS Academic Session 2024/2025

Listed below are the payment periods and submission dates for supply timesheet claims for the school session 2024/2025

Supply Teachers should ensure that they claim at the end of each period for days worked within that period. **Please do not 'save' claims and submit timesheets for more than one period as this could result in an overpayment of pension contributions.**

From	To	Deadline	Payment Date	Maximum No of Days
12/08/24	30/08/24	04/09/24	26/09/24	15
02/09/24	27/09/24	01/10/24	31/10/24	20
30/09/24	25/10/24	30/10/24	28/11/24	10
28/10/24	22/11/24	27/11/24	19/12/24	20
25/11/24	20/12/24	02/01/25	30/01/25	20
06/01/25	24/01/25	29/01/25	27/02/25	15
27/01/25	21/02/25	28/02/25	27/03/25	18
24/02/25	21/03/25	26/03/25	24/04/25	20
24/03/25	25/04/25	30/04/25	29/05/25	14
28/04/25	30/05/25	04/06/25	26/06/25	24
02/06/25	26/06/25	01/07/25	31/07/25	19

It is **your** responsibility to ensure that your timesheet arrives by the above deadlines. Claims should be emailed directly to the Head Teacher for authorisation. Once reviewed this must be emailed to Timesheets@pkc.gov.uk

If you no longer wish to be held on the supply register, please inform the Supply Team in writing by emailing hr@pkc.gov.uk