

Single Status Employees Only

Scheduled Pay Periods and Submission Deadlines Financial Year 2024/2025

Table below details when employees will be paid for casual workers hours, additional hours, overtime, standby/call outs etc, when worked within specific pay periods.

Casual workers hours, additional hours, overtime, standby/call outs etc worked between periods:	Payment Date	Date claims must be received by the Payroll Team to ensure payment	Number of weeks
01/04/2024 – 28/04/2024	31/05/2024	06/05/2024	4
29/04/2024 – 02/06/2024	28/06/2024	05/06/2024	5
03/06/2024 – 30/06/2024	31/07/2024	05/07/2024	4
01/07/2024 – 28/07/2024	30/08/2024	05/08/2024	4
29/07/2024 – 01/09/2024	30/09/2024	05/09/2024	5
02/09/2024 -29/09/2024	31/10/2024	04/10/2024	4
30/09/2024 – 27/10/2024	29/11/2024	05/11/2024	4
28/10/2024 – 24/11/2024	23/12/2024	02/12/2024	4
25/11/2024 – 29/12/2024	31/01/2025	06/01/2025	5
30/12/2024 – 02/02/2025	28/02/2025	05/02/2025	5
03/02/2025 – 02/03/2025	31/03/2025	05/03/2025	4
03/03/2025 – 30/03/2025	30/04/2025	04/04/2025	4

Following the appropriate authorisation, all claims must be emailed to:

timesheets@pkc.gov.uk