

**PAYROLL DEADLINES  
PERMANENT & FIXED TERM CONTRACT TEACHERS  
APRIL 2024 – MARCH 2025**

Please find detailed below submission deadlines for the payment of Additional hours, Kit Hours, Teachers Commissioned Work, Compulsory Mileage Claims, etc for **permanent and fixed term contract teachers**. NB if you are carrying out supply work either on a short term or fixed term temporary contract, please refer to separate deadline dates headed “Payment Dates for Supply Teachers”

**ALL PAYMENT REQUESTS SHOULD BE CLAIMED ONE FULL MONTH IN ARREARS**

| Documentation to be received by | Payment Date |
|---------------------------------|--------------|
| 03/04/2024                      | 25/04/2024   |
| 06/05/2024                      | 30/05/2024   |
| 04/06/2024                      | 27/06/2024   |
| 03/07/2024                      | 25/07/2024   |
| 05/08/2024                      | 29/08/2024   |
| 03/09/2024                      | 26/09/2024   |
| 04/10/2024                      | 31/10/2024   |
| 04/11/2024                      | 28/11/2024   |
| 02/12/2023                      | 19/12/2024   |
| 06/01/2025                      | 30/01/2025   |
| 04/02/2025                      | 27/02/2025   |
| 04/03/2025                      | 27/03/2025   |

All claims must be emailed to [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk)