

Single Status Employees Only

Scheduled Pay Periods and Submission Deadlines Financial Year 2025/2026

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
31/03/2025 – 27/04/2025	30/05/2025	05/05/2025	4
28/04/2025 – 01/06/2025	30/06/2025	05/06/2025	5
02/06/2025 – 29/06/2025	31/07/2025	04/07/2025	4
30/06/2025 – 03/08/2025	29/08/2025	05/08/2025	5
04/08/2025 – 31/08/2025	30/09/2025	05/09/2025	4
01/09/2025 – 28/09/2025	31/10/2025	06/10/2025	4
29/09/2025 – 02/11/2025	28/11/2025	05/11/2025	5
03/11/2025 – 30/11/2025	23/12/2025	03/12/2025	4
01/12/2025 – 28/12/2025	30/01/2026	05/01/2026	4
29/12/2025 – 01/02/2026	27/02/2026	05/02/2026	5
02/02/2026 – 01/03/2026	31/03/2026	05/03/2026	4
02/03/2026 – 29/03/2026	30/04/2026	07/04/2026	4

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

timesheets@pkc.gov.uk