

## Single Status Employees Only

### Scheduled Pay Periods and Submission Deadlines Financial Year 2026/2027

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
30/03/2026 – 03/05/2026	29/05/2026	06/05/2026	5
04/05/2026 – 31/05/2026	30/06/2026	05/06/2026	4
01/06/2026 – 28/06/2026	31/07/2026	05/07/2026	4
29/06/2026 – 02/08/2026	28/08/2026	05/08/2026	5
03/08/2026 – 30/08/2026	30/09/2026	05/09/2026	4
31/08/2026 – 27/09/2026	30/10/2026	05/10/2026	4
28/09/2026 – 01/11/2026	30/11/2026	05/11/2026	5
02/11/2026 – 29/11/2026	31/12/2026	03/12/2026	4
30/11/2026 – 03/01/2027	29/01/2027	05/01/2027	5
04/01/2027 – 31/01/2027	26/02/2027	04/02/2027	4
01/02/2027 – 28/02/2027	31/03/2027	05/03/2027	4
01/03/2027 – 28/03/2027	30/04/2027	05/04/2027	4

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

[timesheets@pkc.gov.uk](mailto:timesheets@pkc.gov.uk)