

## 2015 CONTRACTOR PAYROLL SCHEDULE

For 445 Cycle (Weekly Timesheets)

	Mon	Tues	Fri
Month Worked	<b>All time-sheets and approvals received by ITHR</b>	BACS payroll processed by ITHR	BACS Payroll credited to your nominated account
January	<b>02-FEB-15</b>	03-FEB-15	06-FEB-15
February	<b>02-MAR-15</b>	03-MAR-15	06-MAR-15
March	<b>30-MAR-15</b>	31-MAR-15	<b>THURS*</b> 02-APR-15
April	<b>27-APR-15</b>	28-APR-15	01-MAY-15
May	<b>01-JUN-15</b>	02-JUN-15	05-JUN-15
June	<b>29-JUN-15</b>	30-JUN-15	03-JUL-15
July	<b>03-AUG-15</b>	04-AUG-15	07-AUG-15
August	<b>TUES*</b> 01-SEP-15	<b>WED*</b> 02-SEP-15	04-SEP-15
September	<b>28-SEP-15</b>	29-SEP-15	02-OCT-15
October	<b>02-NOV-15</b>	03-NOV-15	06-NOV-15
November	<b>30-NOV-15</b>	01-DEC-15	04-DEC-15
December	<b>04-JAN-16*</b>	<b>05-JAN-16*</b>	<b>08-JAN-16*</b>

**N.B**

Please help us to help you by uploading your timesheets on a weekly basis, rather than accumulating them to send at the end of each month. This will ensure that any errors are resolved in advance of the payment date.

***Timesheets and validated invoices not received by the dates specified in RED will not be included in the following days BACS payroll.***

**\* The date has been adjusted due to a Bank Holiday.**

**ITHR Group Plc work to UK Bank Holidays and Contractors should make allowance for public holidays in other countries as applicable.**