

2024 interim payroll deadlines and payment dates

Month worked	Authorised timesheet due* <i>(if required, reminder emails will be sent on the day prior to the cut-off time noted below)</i>	Payments to be made on**
January 2024	Between Thursday 1 st and <u>midday</u> Monday 5 th February 2024	Thursday 8 th February 2024
February 2024	Between Friday 1 st and <u>midday</u> Tuesday 5 th March 2024	Friday 8 th March 2024
March 2024	Between Tuesday 2 nd and <u>midday</u> Thursday 4 th April 2024	Tuesday 9 th April 2024
April 2024	Between Wednesday 1 st and <u>midday</u> Friday 3 rd May 2024	Thursday 9 th May 2024
May 2024	Between Monday 3 rd and <u>midday</u> Wednesday 5 th June 2024	Monday 10 th June 2024
June 2024	Between Monday 1 st and <u>midday</u> Wednesday 3 rd July 2024	Monday 8 th July 2024
July 2024	Between Thursday 1 st and <u>midday</u> Monday 5 th August 2024	Thursday 8 th August 2024
August 2024	Between Monday 2 nd and <u>midday</u> Wednesday 4 th September 2024	Monday 9 th September 2024
September 2024	Between Tuesday 1 st and <u>midday</u> Thursday 3 rd October 2024	Tuesday 8 th October 2024
October 2024	Between Friday 1 st and <u>midday</u> Tuesday 5 th November 2024	Friday 8 th November 2024
November 2024	Between Monday 2 nd and <u>midday</u> Wednesday 4 th December 2024	Monday 9 th December 2024
December 2024	Between Thursday 2 nd and <u>midday</u> Monday 6 th January 2025	Thursday 9 th January 2025

* *If this cut-off time is not met, payment cannot be made within the timeframes set out above. In these cases, payments will be made five working days following date of receipt of the authorised timesheet.*

** *Anderson Quigley will aim to make the payment on this date if the authorised timesheets are received during the timeframes specified above. Note that, if you work via an umbrella company, payment will be made to the umbrella company on the dates specified above. Thereafter, it is the responsibility of the umbrella company to make payment to the individual – the timing of this is outside of the control of Anderson Quigley.*