

## Contractor Timesheet submission and payment schedule for 2012

**Dear Contractor**

Our timesheet periods for 2012 and the corresponding submission deadline and payment dates are outlined below:

Month	Timesheet covering Period four or five weeks ended on Sunday	Deadline for submission of approved timesheets and limited company invoice	Date that BACS payment will clear into recipient account
Jan-12	02/01/12 – 29/01/12	5pm Friday 3rd February 2012	Friday 9 <sup>th</sup> February 2012
Feb-12	30/01/12 - 26/02/12	5pm Friday 2nd March 2012	Friday 9 <sup>th</sup> March 2012
Mar-12	27/02/12 - 01/04/12	5pm Thursday 5th April 2012	Friday 13 <sup>th</sup> April 2012
Apr-12	02/04/12 – 29/04/12	5pm Friday 4th May 2012	Friday 11 <sup>th</sup> May 2012
May-12	30/04/12 - 03/06/12	5pm Friday 8 <sup>th</sup> June 2012	Friday 15 <sup>th</sup> June 2012
Jun-12	04/06/12 – 01/07/12	5pm Friday 6 <sup>th</sup> July 2012	Friday 13 <sup>th</sup> July 2012
Jul-12	02/07/12 – 29/07/12	5pm Friday 3rd August 2012	Friday 10 <sup>th</sup> August 2012
Aug-12	30/07/12 - 02/09/12	5pm Friday 7 <sup>th</sup> September 2012	Friday 14 <sup>th</sup> Sept 2012
Sep-12	03/09/12 - 30/09/12	5pm Friday 5 <sup>th</sup> October 2012	Friday 12 <sup>th</sup> October 2012
Oct-12	01/10/12 - 28/10/12	5pm Friday 2nd November 2012	Friday 9 <sup>th</sup> Nov 2012
Nov-12	29/10/12 - 02/12/12	5pm Friday 7 <sup>th</sup> December 2012	Friday 14 <sup>th</sup> Dec 2012
Dec-12	03/12/12 - 30/12/12	5pm Friday 4th January 2013	Friday 11th January 2013

If you have any questions please call the Contractor Payroll Team on 020 7025 0156.