



## PAY CYCLES for April 2010 to March 2011

It is important that all your employees are operating on the same pay cycle for the entire tax year; this ensures all periods of employment are accounted for at Year End. Should an employee begin working part way through the tax year, they must work on the same pay cycle as existing employees.

- Signed timesheets need to reach A4e Payroll by noon of the Tuesday following the end of the period worked **AT THE LATEST**. If timesheets are not received by the due date, **the payroll will not be run in that week and will mean the worker doesn't get paid.**
- A payslip will be produced every four weeks dated the Monday after the period worked (see "Payslip dated" below). You have been allocated to the cycle shown below.

### Please note:

**It is essential a timesheet is completed and sent to A4e to account for each week of the year. If an Employee does not work, then a Blank/Nil timesheet still needs to be submitted.**

### Paycycle Three:

<b>Dates timesheet will cover:</b>	<b>Payslip dated:</b>	<b>LATEST date for timesheet to reach Payroll by noon on:</b>
13/03/10 - 09/04/10	12/04/10	<b>13-Apr-10</b>
10/04/10 - 07/05/10	10/05/10	<b>11-May-10</b>
08/05/10 - 04/06/10	07/06/10	<b>08-Jun-10</b>
05/06/10 - 02/07/10	05/07/10	<b>06-Jul-10</b>
03/07/10 - 30/07/10	02/08/10	<b>03-Aug-10</b>
31/07/10 - 27/08/10	30/08/10	<b>31-Aug-10</b>
28/08/10 - 24/09/10	27/09/10	<b>28-Sep-10</b>
25/09/10 - 22/10/10	25/10/10	<b>26-Oct-10</b>
23/10/10 - 19/11/10	22/11/10	<b>23-Nov-10</b>
20/11/10 - 17/12/10	20/12/10	<b>21-Dec-10</b>
18/12/10 - 14/01/11	17/01/11	<b>18-Jan-11</b>
15/01/11 - 11/02/11	14/02/11	<b>15-Feb-11</b>
12/02/11 - 11/03/11	14/03/11	<b>15-Mar-11</b>