

Work eligible to be paid this month up to and including:	Deadline for workers to submit timesheet – 10am (week ending on a Sunday)	Deadline for managers to approve submitted timesheets - 6pm	Pay Date
Sunday 5 January	Monday 6 January	Monday 13 January	Friday 31 January
Sunday 2 February	Monday 3 February	Monday 10 February	Friday 28 February
Sunday 2 March	Monday 3 March	Monday 10 March	Monday 31 March