

Working Week

(Thursday to Wednesday)

Tax Period	Working Week (Code B) Thursday to Wednesday	Payroll 1 Payment Due (By 17:00)	Payroll 2 Payment Due (By 17:00)	Timesheet Deadline Date	Timesheet Deadline Time
Tax Period 40	19/12/2024 – 25/12/2024	03/01/2025	06/01/2025	30/12/2024	09:00
Tax Period 41	26/12/2024 – 01/01/2025	10/01/2025	13/01/2025	06/01/2025	09:00
Tax Period 42	02/01/2025 – 08/01/2025	17/01/2025	20/01/2025	13/01/2025	09:00
Tax Period 43	09/01/2025 – 15/01/2025	24/01/2025	27/01/2025	20/01/2025	09:00
Tax Period 44	16/01/2025 – 22/01/2025	31/01/2025	03/02/2025	27/01/2025	09:00
Tax Period 45	23/01/2025 – 29/01/2025	07/02/2025	10/02/2025	03/02/2025	09:00
Tax Period 46	30/01/2025 – 05/02/2025	14/02/2025	17/02/2025	10/02/2025	09:00
Tax Period 47	06/02/2025 – 12/02/2025	21/02/2025	24/02/2025	17/02/2025	09:00
Tax Period 48	13/02/2025 – 19/02/2025	28/02/2025	03/03/2025	24/02/2025	09:00
Tax Period 49	20/02/2025 – 26/02/2025	07/03/2025	10/03/2025	03/03/2025	09:00
Tax Period 50	27/02/2025 – 05/03/2025	14/03/2025	17/03/2025	10/03/2025	09:00
Tax Period 51	06/03/2025 – 12.03/2025	21/03/2025	24/03/2025	17/03/2025	09:00
Tax Period 52	13/03/2025 – 19/03/2025	28/03/2025	31/03/2025	24/03/2025	09:00
Tax Period 53	20/03/2025 – 26/03/2025	04/04/2025	07/04/2025	31/03/2025	09:00
Tax Period 01	27/03/2025 – 02/04/2025	11/04/2025	14/04/2025	07/04/2025	09:00
Tax Period 02	03/04/2025 – 09/04/2025	18/04/2025	21/04/2025	14/04/2025	09:00
Tax Period 03	10/04/2025 – 16/04/2025	25/04/2025	28/04/2025	21/04/2025	09:00
Tax Period 04	17/04/2025 – 23/04/2025	02/05/2025	05/05/2025	28/04/2025	09:00
Tax Period 05	24/04/2025 – 30/04/2025	09/05/2025	12/05/2025	05/05/2025	09:00
Tax Period 06	01/05/2025 – 07/05/2025	16/05/2025	19/05/2025	12/05/2025	09:00
Tax Period 07	08/05/2025 – 14/05/2025	23/05/2025	26/05/2025	19/05/2025	09:00
Tax Period 08	15/05/2025 – 21/05/2025	30/05/2025	02/06/2025	26/05/2025	09:00
Tax Period 09	22/05/2025 – 28/05/2025	06/06/2025	09/06/2025	02/06/2025	09:00
Tax Period 10	29/05/2025 – 04/06/2025	13/06/2025	16/06/2025	09/06/2025	09:00
Tax Period 11	05/06/2025 – 11/06/2025	20/06/2025	23/06/2025	16/06/2025	09:00
Tax Period 12	12/06/2025 – 18/06/2025	27/06/2025	30/06/2025	23/06/2025	09:00
Tax Period 13	19/06/2025 – 25/06/2025	04/07/2025	07/07/2025	30/06/2025	09:00
Tax Period 14	26/06/2025 – 02/07/2025	11/07/2025	14/07/2025	07/07/2025	09:00
Tax Period 15	03/07/2025 – 09/07/2025	18/07/2025	21/07/2025	14/07/2025	09:00

Tax Period	Working Week (Code B) Thursday to Wednesday	Payroll 1 Payment Due (By 17:00)	Payroll 2 Payment Due (By 17:00)	Timesheet Deadline Date	Timesheet Deadline Time
Tax Period 16	10/07/2025 – 16/07/2025	25/07/2025	28/07/2025	21/07/2025	09:00
Tax Period 17	17/07/2025 – 23/07/2025	01/08/2025	04/08/2025	28/07/2025	09:00
Tax Period 18	24/07/2025 – 30/07/2025	08/08/2025	11/08/2025	04/08/2025	09:00
Tax Period 19	31/07/2025 – 06/08/2025	15/08/2025	18/08/2025	11/08/2025	09:00
Tax Period 20	07/08/2025 – 13/08/2025	22/08/2025	25/08/2025	18/08/2025	09:00
Tax Period 21	14/08/2025 – 20/08/2025	29/08/2025	01/09/2025	25/08/2025	09:00
Tax Period 22	21/08/2025 – 27/08/2025	05/09/2025	08/09/2025	01/09/2025	09:00
Tax Period 23	28/08/2025 – 03/09/2025	12/09/2025	15/09/2025	08/09/2025	09:00
Tax Period 24	04/09/2025 – 10/09/2025	19/09/2025	22/09/2025	15/09/2025	09:00
Tax Period 25	11/09/2025 – 17/09/2025	26/09/2025	29/09/2025	22/09/2025	09:00
Tax Period 26	18/09/2025 – 24/09/2025	03/10/2025	06/10/2025	29/09/2025	09:00
Tax Period 27	25/09/2025 – 01/10/2025	10/10/2025	13/10/2025	06/10/2025	09:00
Tax Period 28	02/10/2025 – 08/10/2025	17/10/2025	20/10/2025	13/10/2025	09:00
Tax Period 29	09/10/2025 – 15/10/2025	24/10/2025	27/10/2025	20/10/2025	09:00
Tax Period 30	16/10/2025 – 22/10/2025	31/10/2025	03/11/2025	27/10/2025	09:00
Tax Period 31	23/10/2025 – 29/10/2025	07/11/2025	10/11/2025	03/11/2025	09:00
Tax Period 32	30/10/2025 – 05/11/2025	14/11/2025	17/11/2025	10/11/2025	09:00
Tax Period 33	06/11/2025 – 12/11/2025	21/11/2025	24/11/2025	17/11/2025	09:00
Tax Period 34	13/11/2025 – 19/11/2025	28/11/2025	01/12/2025	24/11/2025	09:00
Tax Period 35	20/11/2025 – 26/11/2025	05/12/2025	08/12/2025	01/12/2025	09:00
Tax Period 36	27/11/2025 – 03/12/2025	12/12/2025	15/12/2025	08/12/2025	09:00
Tax Period 37	04/12/2025 – 10/12/2025	19/12/2025	22/12/2025	15/12/2025	09:00
Tax Period 38	11/12/2025 – 17/12/2025	26/12/2025	29/12/2025	22/12/2025	09:00
Tax Period 39	18/12/2025 – 24/12/2025	02/01/2026	05/01/2026	29/12/2025	09:00
Tax Period 40	25/12/2025 – 31/12/2025	09/01/2026	12/01/2026	05/01/2026	09:00

PLEASE NOTE: This may vary on Bank Holidays, Christmas period, etc.

Payment Due will only be met if timesheet/s are submitted before the deadline outlined within this document. If missed, payment will be deferred to the following week, should your timesheet submission meet the following timesheet deadline time, date, process & be approved by the Hiring Company (Code A).

For all pay related queries please email contact@workforceresourcing.co.uk (No other method will be accepted).

- **Employees, you can find useful information by visiting here >** <https://www.workforceresourcing.co.uk/employees>
- **Timesheet Rules here >** www.workforceresourcing.co.uk/timesheet-rules
- **Find your Payslips (PAYE) here >** <https://workforceresourcing.sage.hr/signin>
- **Unable to Attend a Shift >** www.workforceresourcing.co.uk/unable-to-attend
- **Structure, Definitions, Interpretation & Codes Explanation >** www.workforceresourcing.co.uk/structure-definitions-interpretation-codesexplanation

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