



CONTRACTOR PAYMENT SCHEDULE

Monday (12pm)

Wednesday

Friday

APPROVAL DEADLINE

Timesheets should be submitted as soon as possible after the end of a contractors working week so that they can be approved before 12pm Monday. Any timesheet submitted OR approved after this time will not be processed until the following week.

PAY SLIP/REMITTANCE RECEIVED

So long as a timesheet had been submitted and approved by 12pm Monday, contractors should receive their payslip from sage payroll on Wednesday afternoon.

Note that Ltd contractors will receive Remittance Advice.

PAY RECEIVED

So long as a timesheet has been submitted and approved by 12pm Monday, contractors will receive the funds into their account by close of business Friday.