

## DAVID HOWARD LIMITED

### 4 weekly Payrolls for 2024/25

Due to HMRC introducing Real Time Information, we are required to submit a return on your behalf **on or before the pay date on the payslip**. This means we are no longer able to produce payslips after the pay period has ended. We therefore require you to submit your timesheets to us **BEFORE** the end of each month.

Timesheets that are sent to us after the required date, may not be processed until the following month and may incur penalties from HMRC.

**You MUST also let us know EVERY MONTH if there have been no hours worked by your employees, as a NIL submission has to be sent to HMRC.**

Month	Timesheet Due by:	4 Week Period Range	Payday
Week 4	12th April	25th March - 21st April	19th April
Week 8	10th May	22nd April - 19th May	17th May
Week 12	7th June	20th May - 16th June	14th June
Week 16	5th July	17th June - 14th July	12th July
Week 20	2nd August	15th July - 11th August	9th August
Week 24	30th August	12th August - 8th September	6th September
Week 28	27th September	9th September - 6th October	4th October
Week 32	25th October	7th October - 3rd November	1st November
Week 36	22nd November	4th November - 1st December	29th November
Week 40	13th December *	2nd December - 29th December	27th December
Week 44	17th January	30th December - 26th January	24th January
Week 48	14th February	27th January - 23rd February	21st February
Week 52	14th March	24th February - 23rd March	21st March

\*As in previous years our office will be closed over the Christmas period, reopening in the new year and we would advise that time sheets are in to the office by 13th December 2024 to avoid the Christmas post delays.