



Payroll Deadlines for 2024/25

Due to HMRC introducing Real Time Payments, 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 needs to be sent to HMRC.

Month	Hours from	Hours to	Timesheet to David Howard	Pay date
April	20 th March	19 th April	20 th April	30 th April
May	20 th April	19 th May	20 th May	31 st May
June	20 th May	19 th June	20 th June	28 th June
July	20 th June	19 th July	19 th July	31 st July
August	20 th July	19 th August	20 th August	30 th August
September	20 th August	19 th September	20 th September	30 th September
October	20 th September	19 th October	20 th October	31 st October
November	20 th October	19 th November	20 th November	29 th November
December	20 th November	19 th December	9 th December *	31 st December
January	20 th December	19 th January	20 th January	31 st January
February	20 th January	19 th February	20 th February	28 th February
March	20 th February	19 th March	20 th March	31 st March

If you would prefer to estimate the hours your employees will work from the 19th to the end of the month and make adjustments the following month this is also acceptable. However, you will need to keep your own record of this, as payslips cannot be adjusted after pay day.

*As in previous years our office will be closed over the Christmas period, reopening in the New Year and we would advise that the timesheets are into the office on the 9th December 2024 to avoid the Christmas post delays. We therefore would advise estimating hours over this period to be corrected in the January 2025 Payroll.

For more information,
please contact our office at
payroll@davidhoward.co.uk
or on 0800 029 7070