



Payroll Deadlines for 2025/26

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	For Hours Worked Between	Timesheet Due 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	30 th May
June	20 th May – 19 th June	20 th June	30 th June
July	20 th June – 19 th July	20 th July	31 st July
August	20 th July – 19 th August	20 th August	29 th August
September	20 th August – 19 th September	19 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	28 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	30 th January
February	20 th January – 19 th February	20 th February	27 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 2025 to avoid the Christmas post delays. We therefore would advise estimating hours over this period to be corrected in the January 2026 Payroll.

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