



ITHR GROUP PLC

## 2017 CONTRACTOR PAYROLL SCHEDULE FOR 445 CYCLE (WEEKLY TIMESHEETS)

Timesheets not received by 9a.m. on the dates specified in BLUE will not be included in the following days payroll.

| Period worked   | Approved timesheets received by ITHR | by <u>9 a.m.</u> on: | Payroll processed by ITHR |
|-----------------|--------------------------------------|----------------------|---------------------------|
| 02-Jan - 29-Jan |                                      | <u>02-Feb-17</u>     | 03-Feb-17                 |
| 30-Jan - 26-Feb |                                      | <u>02-Mar-17</u>     | 03-Mar-17                 |
| 27-Feb - 02-Apr |                                      | <u>06-Apr-17</u>     | 07-Apr-17                 |
| 03-Apr - 30-Apr |                                      | <u>05-May-17</u>     | 08-May-17                 |
| 01-Jan - 28-May |                                      | <u>02-Jun-17</u>     | 05-Jun-17                 |
| 29-May - 02-Jul |                                      | <u>06-Jul-17</u>     | 07-Jul-17                 |
| 03-Jul - 30-Jul |                                      | <u>03-Aug-17</u>     | 04-Aug-17                 |
| 31-Jul - 27-Aug |                                      | <u>31-Aug-17</u>     | 01-Sep-17                 |
| 28-Aug - 01-Oct |                                      | <u>05-Oct-17</u>     | 06-Oct-17                 |
| 02-Oct - 29-Oct |                                      | <u>02-Nov-17</u>     | 03-Nov-17                 |
| 30-Oct - 26-Nov |                                      | <u>30-Nov-17</u>     | 01-Dec-17                 |
| 27-Nov - 31-Dec |                                      | <u>tbc</u>           | tbc                       |

**N.B.**

Please help us help you by uploading your timesheets on time to avoid any delay.

ITHR Group Plc work to UK Bank Holidays. Contractor should make allowance for public holidays in other countries as applicable.



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