

**PAYROLL DEADLINES
PERMANENT & FIXED TERM CONTRACT TEACHERS
APRIL 2020 – MARCH 2021**

Please find detailed below submission deadlines for the payment of Additional hours, Kit Hours, Teachers Commissioned Work, Compulsory Mileage Claims, etc for **permanent and fixed term contract teachers**. NB if you are carrying out supply work either on a short term or fixed term temporary contract, please refer to separate deadline dates headed “Payment Dates for Supply Teachers”

ALL PAYMENT REQUESTS SHOULD BE CLAIMED ONE FULL MONTH IN ARREARS

Date documentation to be received by HR – Employment and Payroll Services	Payment Date
07/04/2020	30/04/2020
05/05/2020	28/05/2020
03/06/2020	25/06/2020
07/07/2020	30/07/2020
04/08/2020	27/08/2020
02/09/2020	24/09/2020
06/10/2020	29/10/2020
04/11/2020	26/11/2020
To Be Confirmed	To Be Confirmed
05/01/2021	28/01/2021
03/02/2021	25/02/2021
03/03/2021	25/03/2021

Please note these dates could be subject to change – if applicable, further correspondence will be issued.

Following the appropriate authorisation, all claims must be emailed to:
Employmentandpayroll@pkc.gov.uk