

## Single Status Employees Only

### Scheduled Pay Periods and Submission Deadlines Financial Year 2019/2020

Table below details when employees will be paid for casual workers hours, additional hours, overtime, standby/call outs etc, when worked within specific pay periods.

Casual workers hours, additional hours, overtime, standby/call outs etc worked between periods:	Payment Date	Date claims must be received by the Payroll Team to ensure payment	Number of weeks
01/04/2019 – 28/04/2019	31/05/2019	06/05/2019	4
29/04/2019 – 02/06/2019	28/06/2019	05/06/2019	5
03/06/2019 – 30/06/2019	31/07/2019	05/07/2019	4
01/07/2019 – 28/07/2019	30/08/2019	05/08/2019	4
29/07/2019 – 01/09/2019	30/09/2019	05/09/2019	5
02/09/2019 – 29/09/2019	31/10/2019	07/10/2019	4
30/09/2019 – 27/10/2019	29/11/2019	05/11/2019	4
28/10/2019 – 24/11/2019	23/12/2019	02/12/2019	4
25/11/2019 – 29/12/2019	31/01/2020	06/01/2020	5
30/12/2019 -02/02/2020	28/02/2020	05/02/2020	5
03/02/2020 – 01/03/2020	31/03/2019	05/03/2020	4
02/03/2020 – 29/03/2020	30/04/2020	06/04/2020	4

Following the appropriate authorisation, all claims must be sent to:

**Perth & Kinross Council**  
**Corporate & Democratic Services**  
**Human Resources Division – Employment and Payroll Services**  
**Pullar House – 1<sup>st</sup> Floor East**  
**35 Kinnoull Street**  
**PERTH**  
**PH1 5GD**