

**PAYROLL DEADLINES  
PERMANENT & FIXED TERM CONTRACT TEACHERS  
APRIL 2025 – MARCH 2026**

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**

Documentation to be received by	Payment Date
02/04/2025	24/04/2025
06/05/2025	29/05/2025
04/06/2025	26/06/2025
03/07/2025	31/07/2025
05/08/2025	28/08/2025
02/09/2025	25/09/2025
03/10/2025	30/10/2025
04/11/2025	27/11/2025
02/12/2025	TBC
05/01/2026	29/01/2026
03/02/2026	26/02/2026
03/03/2026	26/03/2026

All claims must be emailed to [Timesheets@pkc.gov.uk](mailto:Timesheets@pkc.gov.uk)