

**PAYROLL DEADLINES
PERMANENT & FIXED TERM CONTRACT TEACHERS
APRIL 2026 – MARCH 2027**

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
02/04/2026	30/04/2026
05/05/2026	28/05/2026
02/06/2026	25/06/2026
02/07/2026	30/07/2026
04/08/2026	27/08/2026
02/09/2026	24/09/2026
02/10/2026	29/10/2026
03/11/2026	26/11/2026
02/12/2026	TBC
05/01/2027	28/01/2027
02/02/2027	25/02/2027
02/03/2027	25/03/2027

All claims must be emailed to Timesheets@pkc.gov.uk