

Craft Employees Only

Scheduled Pay Periods and Submission Deadlines Financial Year 2026/2027

Table below details when employees will be paid for overtime, standby/call outs etc.

Calendar Month	Payment Date	Date claims must be received by the Payroll Team to ensure payment
01/04/2026 – 30/04/2026	29/05/2026	06/05/2026
01/05/2026 – 31/05/2026	30/06/2026	05/06/2026
01/06/2026 – 30/06/2026	31/07/2026	05/07/2026
01/07/2026 – 31/07/2026	28/08/2026	05/08/2026
01/08/2026 – 31/08/2026	30/09/2026	05/09/2026
01/09/2026 – 30/09/2026	30/10/2026	05/10/2026
01/10/2026 – 31/10/2026	30/11/2026	05/11/2026
01/11/2026 – 30/11/2026	31/12/2026	03/12/2026
01/12/2026 – 31/12/2026	29/01/2027	05/01/2027
01/01/2027 – 31/01/2027	26/02/2027	04/02/2027
01/02/2027 – 28/02/2027	31/03/2027	05/03/2027
01/03/2027 – 31/03/2027	30/04/2027	05/04/2027

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

timesheets@pkc.gov.uk