

DEADLINES AND PAYMENT DATES FOR SUPPLY TEACHERS

Academic Session 2026/2027

Listed below are the payment periods and submission dates for supply timesheet claims for the school session 2026/2027

Supply Teachers should ensure that they claim at the end of each period for days worked within that period. **Please do not 'save' claims and submit timesheets for more than one period as this could result in an overpayment of pension contributions.**

From	To	Deadline	Payment Date	Maximum No of Days
17/08/26	28/08/26	02/09/26	24/09/26	10
31/08/26	25/09/26	30/09/26	29/10/26	20
28/09/26	09/10/26	29/10/26	26/11/26	10
26/10/26	20/11/26	25/11/26	31/12/26	20
23/11/26	23/12/26	06/01/27	28/01/27	23
07/01/27	22/01/27	27/01/27	25/02/27	12
25/01/27	19/02/27	24/02/27	25/03/27	18
22/02/27	19/03/27	24/03/27	29/04/27	20
22/03/27	23/04/27	28/04/27	27/05/27	14
26/04/27	28/05/27	02/06/27	24/06/27	24
31/05/27	01/07/27	07/07/27	29/07/27	24

It is **your** responsibility to ensure that your timesheet arrives by the above deadlines. Claims should be emailed directly to the Head Teacher for authorisation. Once reviewed this must be emailed to Timesheets@pkc.gov.uk

If you no longer wish to be held on the supply register, please inform the Supply Team in writing by emailing hr@pkc.gov.uk