



Personal Assistants for Life Skills

0845 428 0790

Schedule of Pay Dates for Academic Year 2011-2012

Please note, to ensure you are paid accurately; please ensure that your timesheets are with the **Admin Office** by no later than the **Tuesday** of the week that you will get paid. (a forecast for that week is permitted and any necessary adjustments will be made the following pay day.)

Month	Pay day	Timesheets to Admin Office By:
September	Friday 30th	Tuesday 27th
October	Friday 28th	Tuesday 25th
November	Friday 25th	Tuesday 22nd
December	Friday 23rd	Tuesday 20th
January	Friday 27th	Tuesday 24th
February	Friday 24th	Tuesday 21st
March	Friday 30th	Tuesday 27th
April	Friday 27th	Tuesday 24th
May	Friday 25th	Tuesday 22nd
June	Friday 29th	Tuesday 26th
July	Friday 27th	Tuesday 24th
August	Friday 31st	Tuesday 28th



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PALS Ltd

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