

## DP Payroll Service- 4-weekly Payroll Schedule 2024/2025

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Telephone: 0151 288 6060

1. Week no:	2. Pay Period dates:	3. Cut-off date:	4. Pay date:
4	01/04/2024- 28/04/2024	21/04/2024	03/05/2024
8	29/04/2024- 26/05/2024	19/05/2024	31/05/2024
12	27/05/2024- 23/06/2024	16/06/2024	28/06/2024
16	24/06/2024- 21/07/2024	14/07/2024	26/07/2024
20	22/07/2024- 18/08/2024	11/08/2024	23/08/2024
24	19/08/2024- 15/09/2024	08/09/2024	20/09/2024
28	16/09/2024- 13/10/2024	06/10/2024	18/10/2024
32	14/10/2024- 10/11/2024	03/11/2024	15/11/2024
36	11/11/2024- 08/12/2024	01/12/2024	13/12/2024
40	09/12/2024- 05/01/2025	29/12/2024	10/01/2025
44	06/01/2025- 02/02/2025	26/01/2025	07/02/2025
48	03/02/2025- 02/03/2025	23/02/2025	07/03/2025
52	03/03/2025- 30/03/2025	23/03/2025	04/04/2025

### Definitions:

- 1. Week no-** payroll week number relating to the pay period dates.
- 2. Pay Period dates-** start and end date for the period employees have worked.
- 3. Cut-off date-** final notification date for any adjustments to employees hours. (Any changes received after this date will be actioned on the following payroll run).
- 4. Pay Date-** the date your employees are to be paid. (Details of the NET amount to be paid can be found on the payslips which will be sent to you prior to this date).

## Emailing changes to employee hours

Please don't send any changes to hours in an attachment as this wont be accepted. Emails must include; Clients name, Employers name and Employees name with the hours clearly stated.

If emailing in holiday or sick leave we require details in hours and not days, also include dates from and to.

Please see below example of how payroll require emails to be sent;

Client Name- XXXXXXXXXXXX  
Employers Name- XXXXXXXXXXXX  
Week number- XX

Employee Name- XXXXXXXXXXXX  
Hours worked- 20 Hours  
Holiday Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)  
Sick Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)

Employee Name- XXXXXXXXXXXX  
Hours worked- 20 Hours (cover holiday and sick leave)

## Contacting Payroll

To ensure we process your employees payslips in time for their pay dates, we have limited availability to respond to general emails and telephone calls during the dates stated below;

22/04/2024- 05/05/2024  
20/05/2024- 02/06/2024  
17/06/2024- 30/06/2024  
15/07/2024- 28/07/2024  
12/08/2024- 25/08/2024  
09/09/2024- 22/09/2024  
07/10/2024- 20/10/2024  
04/11/2024- 17/11/2024  
02/12/2024- 15/12/2024  
30/12/2024- 12/01/2025  
27/01/2025- 09/02/2025  
24/02/2025- 09/03/2025  
24/03/2025- 06/04/2025

In the event of an emergency or if there is an error or query with the payslips, we will respond to you, please either contact us by email or by telephone and ask to speak to a member of the Direct Payments Team.

All other emails and phone messages will be dealt with after the payroll run has been completed, thank you for your patience and understanding.