



# PAYMENT SCHEDULE

# 2024

Period Ending	Deadline Date	Cleared Funds
January	05/02/24	16/02/24
February	05/03/24	15/03/24
March	02/04/24	15/04/24
April	02/05/24	15/05/24
May	05/06/24	14/06/24
June	02/07/24	15/07/24
July	02/08/24	15/08/24
August	03/09/24	16/09/24
September	02/10/24	15/10/24
October	04/11/24	15/11/24
November	02/12/24	16/12/24
December	03/01/25	16/01/25

Authorised timesheets and/or expenses need to be submitted before the close of business on the Deadline Date, to be able to process payment for the cleared funds date. Please note that there will be no additional payments during the month so please ensure that you meet the deadline date. Late submissions will be processed in the next month.

We pay based on your contracted time of work or deliverables, any overtime or expenses that are not outlined in your contract agreement cannot be paid without an additional agreement from our client. This may delay extra payments until the following month, but your original time will be paid in line with the payment dates. If you are working any addition time, please let us know as soon as possible, but before the deadline date, by contacting the Invoicing team. If you are submitting expenses, please be sure to add copies/scans of all receipts with approvals.

We recommend joining our self-billing scheme to reduce the headache for you, but if you've elected not to join, you'll need to make sure your invoices are sent by the same deadline.

If you're using an Umbrella Company Provider, please be aware that the expected fund's date is the date at which the funds will clear into the umbrella company account, this can clear at any time during the expected payment date. Please check with your provider regarding their payment times.

**Please submit all timesheets, invoices and expenses directly to: [invoicing@idpp.com](mailto:invoicing@idpp.com)**

