

| Month Worked  | Timesheet Cut Off | Payment Date |
|---------------|-------------------|--------------|
| <b>Jan-25</b> | 04/02/2025        | 14/02/2025   |
| <b>Feb-25</b> | 04/03/2025        | 14/03/2025   |
| <b>Mar-25</b> | 02/04/2025        | 15/04/2025   |
| <b>Apr-25</b> | 02/05/2025        | 15/05/2025   |
| <b>May-25</b> | 03/06/2025        | 16/06/2025   |
| <b>Jun-25</b> | 02/07/2025        | 15/07/2025   |
| <b>Jul-25</b> | 04/08/2025        | 15/08/2025   |
| <b>Aug-25</b> | 02/09/2025        | 15/09/2025   |
| <b>Sep-25</b> | 02/10/2025        | 15/10/2025   |
| <b>Oct-25</b> | 04/11/2025        | 14/11/2025   |
| <b>Nov-25</b> | 02/12/2025        | 15/12/2025   |
| <b>Dec-25</b> | 02/01/2026        | 15/01/2026   |

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.

Timesheets need to be sent via our online timesheet portal (TSP), a link will be sent to you within a few days of starting your assignment; please see the guidance attached to support this.

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 on the following payment date.

We pay based on your contracted time of work or deliverables, any overtime or expenses that are not outlined in your Assignment Schedule cannot be paid without an additional agreement from our client. This may delay extra payments until the following payment date, but your standard time will be paid in line with the payment dates, subject to submission of a correctly completed and approved timesheet. If you are working any additional time, please let us know as soon as possible before the deadline date, by contacting the Invoicing team.

If you are submitting expenses, please be sure to add clear and legible 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 to us by the Timesheet Cut Off deadline set out above.

If you're using an Umbrella Company, please be aware that the expected funds date is the date at which the funds will clear into the Umbrella Company account, and that your Umbrella may make payment to you in line with their own processes and timelines. Please check with your provider regarding their payment times.

**For any questions regarding the above, please contact us directly at [invoicing@idpp.com](mailto:invoicing@idpp.com) or your account manager.**