

DAVID HOWARD LIMITED

4 weekly Payrolls for 2025/26

Due to HMRC introducing Real Time Information, we are required to submit a return on your behalf **on or before the pay date on the payslip**. This means we are no longer able to produce payslips after the pay period has ended. We therefore require you to submit your timesheets to us **BEFORE** the end of each month.

Timesheets that are sent to us after the required date, may not be processed until the following month and may incur penalties from HMRC.

You MUST also let us know EVERY MONTH if there have been no hours worked by your employees, as a NIL submission has to be sent to HMRC.

Month	Timesheet Due by:	4 Week Period Range	Payday
Week 4	11th April	24th March - 20th April	17th April
Week 8	9th May	21st April - 18th May	16th May
Week 12	6th June	19th May - 15th June	13th June
Week 16	4th July	16th June - 13th July	11th July
Week 20	1st August	14th July - 10th August	8th August
Week 24	29th August	11th August - 7th September	5th September
Week 28	26th September	8th September - 5th October	3rd October
Week 32	24th October	6th October - 2nd November	31st October
Week 36	21st November	3rd November - 30th November	28th November
Week 40	12th December*	1st December - 28th December	23rd December
Week 44	16th January	29th December - 25th January	23rd January
Week 48	13th February	26th January - 22nd February	20th February
Week 52	13th March	23rd February - 22nd March	20th March

*As in previous years our office will be closed over the Christmas period, reopening in the new year and we would advise that time sheets are in to the office by 12th December 2025 to avoid delay to payments.