



ISR payrun processing and payment dates

We ask that you chase up your timesheet approvals for all documentation to be received in time for processing - our payrun closes on Wednesday morning 11am of payrun week.

All documentation and enquiries to invoice@isrecruit.com / invoices@isrecruit.com

Hours/Days Worked (for everything up to and including w/e)	Timesheet Deadline (Please send a copy of the timesheet if waiting for approval)	Payment Cleared into Ltd Company Account
29th December (4 weeks)	2nd January 2024	5th January 2024
2nd February (5 weeks)	5th February	9th February
1st March (4 weeks)	4th March	8th March
29th March (4 weeks)	2nd April (Tuesday deadline due to the bank Holiday)	5th April
26th April (4 weeks)	29th April	3rd May

31st May (5 weeks)	3rd June	7th June
28th June (4 weeks)	1st July	5th July
26th July (4 weeks)	29th July	2nd Aug
30th August (5 weeks)	2nd September	6th September
27th September (4 weeks)	30th September	4th October
1st November (5 weeks)	4th November	8th November
29th November (4 weeks)	2nd December	6th December
3rd January 25 (5 weeks)	6th January	10th January 25

NB Monday timesheet deadlines have been extended for Bank Holidays