



ISR payrun processing and payment dates

Important note: The following schedule has been created to incorporate Umbrella monthly tax periods to avoid Contractors being paid twice in any one tax month and so avoiding increased deductions.

We will transfer funds on or after the 6th of each month to ensure a payment in each tax month. Remittances will be sent out before payment is made to alert the Umbrella to the incoming payment.

We must ask that you chase up your timesheet approvals to make sure we have all documentation in place in time for processing - we close our payrun on Wednesday morning 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 (timesheets must be approved to be processed)	Payment Cleared into Umbrella Account
29th December 2023 (4 weeks)	1st January 2024	8th 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)	8th April

26th April (4 weeks)	29th April	6th May
31st May (5 weeks)	3rd June	7th June
28th June (4 weeks)	1st July	8th July
26th July (4 weeks)	29th July	6th August
30th August (5 weeks)	2nd September	6th September
27th September (4 weeks)	30th September	7th October
1st November (5 weeks)	4th November	8th November
29th November (4 weeks)	2nd December	6th December
3rd January 2025 (5 weeks)	6th January	10th January 2025

NB Monday timesheet deadlines have been extended for Bank Holidays