

Pay Day Schedule – Cycle 1

First Monday on the timesheet	Last Sunday on the timesheet	Pay Day
	Date to email your timesheets	
Monday 8 May 2023	Sunday 4 June 2023	Friday 9 June 2023
Monday 5 June 2023	Sunday 2 July 2023	Friday 7 July 2023
Monday 3 July 2023	Sunday 30 July 2023	Friday 4 August 2023
Monday 31 July 2023	Sunday 27 August 2023	Friday 1 September 2023 (email early B/H)
Monday 28 August 2023	Sunday 24 September 2023	Friday 29 September 2023
Monday 25 September 2023	Sunday 22 October 2023	Friday 27 October 2023
Monday 23 October 2023	Sunday 19 November 2023	Friday 24 November 2023
Monday 20 November 2023	Sunday 17 December 2023	Friday 22 December 2023
Monday 18 December 2023	Sunday 14 January 2024	Friday 19 January 2024
Monday 15 January 2024	Sunday 11 February 2024	Friday 16 February 2024
Monday 12 February 2024	Sunday 10 March 2024	Friday 15 March 2024
Monday 11 March 2024	Sunday 7 April 2024	Friday 12 April 2024
Monday 8 April 2024	Sunday 5 May 2024	Friday 10 May 2024 (email early B/H)
Monday 6 May 2024	Sunday 2 June 2024	Friday 7 June 2024
Monday 3 June 2024	Sunday 30 June 2024	Friday 5 July 2024

Please ensure you send your timesheets on a regular 4 weekly basis (on the date in the middle column above). Timesheets must reach JMA before the MONDAY of the week your pay day falls. This payday schedule forms part of the terms and conditions of your contract with JMA.