

Pay Day Schedule – Cycle 1

First Monday on the timesheet	Last Sunday on the timesheet	Pay Day
	Date to email your timesheets	
Monday 6 May 2024	Sunday 2 June 2024	Friday 7 June 2024
Monday 3 June 2024	Sunday 30 June 2024	Friday 5 July 2024
Monday 1 July 2024	Sunday 28 July 2024	Friday 2 August 2024
Monday 29 July 2024	Sunday 25 August 2024	Friday 30 August 2024 B/H send early
Monday 26 August 2024	Sunday 22 September 2024	Friday 27 September 2024
Monday 23 September 2024	Sunday 20 October 2024	Friday 25 October 2024
Monday 21 October 2024	Sunday 17 November 2024	Friday 22 November 2024
Monday 18 November 2024	Sunday 15 December 2024	Friday 20 December 2024
Monday 16 December 2024	Sunday 12 January 2025	Friday 17 January 2025
Monday 13 January 2025	Sunday 9 February 2025	Friday 14 February 2025
Monday 10 February 2025	Sunday 9 March 2025	Friday 14 March 2025
Monday 10 March 2025	Sunday 6 April 2025	Friday 11 April 2025
Monday 7 April 2025	Sunday 4 May 2025	Friday 9 May 2025 B/H send early
Monday 5 May 2025	Sunday 1 June 2025	Friday 6 June 2025
Monday 2 June 2025	Sunday 29 June 2025	Friday 4 July 2025

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.