

CONTRACTOR PAYMENT DATES FOR 2022

INVOICE MONTH	TIMESHEET & INVOICE RECEIVED BY	PAYMENT DATE
December 2021	Thursday 6 th January	Friday 14 th January
January 2022	Friday 4 th February	Tuesday 15 th February
February 2022	Friday 4 th March	Tuesday 15 th March
March 2022	Wednesday 6 th April	Friday 15 th April
April 2022	Thursday 5 th May	Friday 13 th May
May 2022	Monday 6 th June	Wednesday 15 th June
June 2022	Wednesday 6 th July	Friday 15 th July
July 2022	Thursday 4 th August	Monday 15 th August
August 2022	Tuesday 6 th September	Thursday 15 th September
September 2022	Thursday 6 th October	Friday 14 th October
October 2022	Friday 4 th November	Tuesday 15 th November
November 2022	Tuesday 6 th December	Thursday 15 th December
December 2022	Thursday 5 th January	Friday 13 th January

Important Notes

In order to receive payment by the 15th of each month, we must receive your invoice and approved timesheet by the submission dates in the schedule. Please note if the payment date falls on a bank holiday or weekend, we will pay on the working day prior to the 15th.

If there is anything missing after the cut-off date we will endeavour to help you and get you paid as soon as we can after the 15th.

You will be submitting your timesheet and expenses (if applicable) into the client portal who will also provide you your login details.

Invoices should be for calendar months & can be e-mailed to accounts@headresourcing.com