

CONTRACTOR PAYMENT DATES FOR 2019

INVOICE MONTH	TIMESHEET & INVOICE RECEIVED BY	PAYMENT DATE
December 2018	Friday 4 th January	Tuesday 15 th January
January 2019	Wednesday 6 th February	Friday 15 th February
February 2019	Wednesday 6 th March	Friday 15 th March
March 2019	Thursday 4 th April	Monday 15 th April
April 2019	Monday 6 th May	Wednesday 15 th May
May 2019	Thursday 6 th June	Friday 14 th June
June 2019	Thursday 4 th July	Monday 15 th July
July 2019	Tuesday 6 th August	Thursday 15 th August
August 2019	Thursday 5 th September	Friday 13 th September
September 2019	Friday 4 th October	Tuesday 15 th October
October 2019	Wednesday 6 th November	Friday 15 th November
November 2019	Thursday 5 th December	Friday 13 th December
December 2019	Monday 6 th January	Wednesday 15 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 should receive an email with login details for the Head Resourcing Timesheet Portal a week before your first month end. All timesheets & expenses should be submitted via this portal.

Invoices should be for calendar months & can be e-mailed to accounts@headresourcing.com or posted to Accounts Payable, 2 Manor Place, Edinburgh, EH3 7DD.