

**Gold Group Contractors
Monthly Payment Schedule – 2025**

Week ending	Timesheets to be received at Accounts Dept by 12:00pm	Payment as cleared funds in bank
05-Jan-25 12-Jan-25 19-Jan-25 26-Jan-25 02-Feb-25	Wednesday 05-Feb-25	Tuesday 11-Feb-25
09-Feb-25 16-Feb-25 23-Feb-25 02-Mar-25	Wednesday 05-Mar-25	Tuesday 11-Mar-25
09-Mar-25 16-Mar-25 23-Mar-25 30-Mar-25	Wednesday 02-Apr-25	Tuesday 08-Apr-25
06-Apr-25 13-Apr-25 20-Apr-25 27-Apr-25 04-May-25	Wednesday 07-May-25	Tuesday 13-May-25
11-May-25 18-May-25 25-May-25 01-Jun-25	Wednesday 04-Jun-25	Tuesday 10-Jun-25
08-Jun-25 15-Jun-25 22-Jun-25 29-Jun-25	Wednesday 02-Jul-25	Tuesday 08-Jul-25
06-Jul-25 13-Jul-25 20-Jul-25 27-Jul-25 03-Aug-25	Wednesday 06-Aug-25	Tuesday 12-Aug-25
10-Aug-25 17-Aug-25 24-Aug-25 31-Aug-25	Wednesday 03-Sep-25	Tuesday 09-Sep-25
07-Sep-25 14-Sep-25 21-Sep-25 28-Sep-25	Wednesday 01-Oct-25	Tuesday 07-Oct-25
05-Oct-25 12-Oct-25 19-Oct-25 26-Oct-25 02-Nov-23	Wednesday 05-Nov-25	Tuesday 11-Nov-25
09-Nov-25 16-Nov-25 23-Nov-25 30-Nov-25	Wednesday 03-Dec-25	Tuesday 09-Dec-25
07-Dec-25 14-Dec-25 21-Dec-25 28-Dec-25 04-Jan-26	Wednesday 07-Jan-26	Tuesday 13-Jan-26

Timesheets and MONTHLY Payment Run Information

Our payment schedule states when the umbrella company will receive the cleared funds. You must check the actual day you will receive your pay with them so you are prepared.

First Full Month

Work your normal month

Week 1 of Following Month

Submit all timesheets for that month by 12 noon on the Wednesday

Week 2 of Following Month

Receive cleared funds for first month worked on the Tuesday

Things to remember:

- * Refer to the Payment Schedule included for any changes to timesheet / payment dates
- * **If you are contracting through an Umbrella Company** - Our payment schedule states when the umbrella company will receive the cleared funds. You must check the actual day you will receive your pay with them so you are prepared.
- * Complete your timesheet every week (log in details will be emailed to you before you start)
- * Each timesheet must be signed off by the timesheet authoriser otherwise we can't pay you
- * If you need to use a client's own timesheet this must also be signed off by the timesheet authoriser. You will need to complete a Gold Group Ltd timesheet as well and upload the authorised client timesheet.
However if you prefer you can email the client timesheet to us on the email address below and we will upload it on your behalf
- * It is not our responsibility to chase you for your timesheets
- * If you miss the submission deadline of 12 noon, you will be paid the following week
- * If you are operating through a Limited Company and have opted out of the Self-Bill, you must provide invoices to accompany each timesheet, the same submission deadline applies.

- * If there are any variations to the above, we will email you to confirm the details

Timesheet Queries:

☎ 01342 330528

✉ accountsgg@goldgroup.co.uk