



CONTRACTOR PAYMENT SCHEDULE

Deadline																																																																								
WEEKLY Timesheets need to be submitted and authorised by <u>midday on Tuesday</u>																																																																								
<p>Timesheets should be completed/Authorised on the Timesheet Portal: www.digitalgurus.co.uk/timesheets</p> <p>For queries telephone 0844 686 0130 or email queries@digitalgurus.co.uk</p>																																																																								
When do I get paid?																																																																								
<p>When you receive your self-bill invoice / remittance by email you will be paid 21 days after</p> <p>See below example</p>																																																																								
My manager is away who should approve my timesheet?																																																																								
<p>If you know your manager is going to be away, then <u>before</u> submitting your timesheet speak to your Digital Guru and let them know who else can authorize it. We will make the changes, so you can complete your timesheet</p>																																																																								
Example of a 3 week project																																																																								
<p>WEEK 1 timesheet submitted and approved by 12 on Tuesday 10th</p> <p>WEEK 2 timesheet submitted and approved by 12 on Tuesday 17th</p> <p>WEEK 3 timesheet submitted and approved by 12 on Tuesday 24th</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td></tr> </tbody> </table>	SUN	MON	TUE	WED	THU	FRI	SAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	<p>You worked WEEK 1 (Monday 2nd - Friday 6th)</p> <p>You worked WEEK 2 (Monday 9th - Friday 13th)</p> <p>You worked WEEK 3 (Monday 16th - Friday 20th)</p> <p>WEEK 1 paid on Friday 27th</p> <p>WEEK 2 paid on Friday 3rd</p> <p>WEEK 3 paid on Friday 10th</p>
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Please ensure if you use an Umbrella company that they also adhere to our timescales.

NB: Umbrella Companies receive the monies on the dates above; contractors will need to check their Umbrella Company payment calendars to confirm transfer into accounts as this may be different.