

Contractor Calendar

FY2026

Period Timesheet Cover	Contractor Timesheet Submission Deadline	Client Approval Deadline	Payment Date
1st April – 30th April	Fri, 2 May 2025	Mon, 5 May 2025	Mon, 12 May 2025
1st May – 31st May	Tue, 3 June 2025	Wed, 4 June 2025	Thu, 12 June 2025
1st June – 30th June	Wed, 2 July 2025	Thu, 3 July 2025	Fri, 11 July 2025
1st July – 31st July	Mon, 4 August 2025	Tue, 5 August 2025	Tue, 12 August 2025
1st August – 31st August	Tue, 2 September 2025	Wed, 3 September 2025	Fri, 12 September 2025
1st September – 30th September	Thu, 2 October 2025	Fri, 3 October 2025	Fri, 10 October 2025
1st October – 31st October	Mon, 3 November 2025	Tue, 4 November 2025	Wed, 12 November 2025
1st November – 30th November	Tue, 2 December 2025	Wed, 3 December 2025	Fri, 12 December 2025
1st December – 31st December	Tue, 6 January 2026	Wed, 7 January 2026	Mon, 12 January 2026
1st January – 31st January	Mon, 2 February 2026	Tue, 3 February 2026	Thu, 12 February 2026
1st February – 28th February	Mon, 2 March 2026	Tue, 3 March 2026	Thu, 12 March 2026
1st March – 31st March	Wed, 1 April 2026	Thu, 2 April 2026	Mon, 13 April 2026

NOTES TO CONTRACTORS:

- Contractor deadlines and invoices must be submitted by the specified dates listed above.
- Hours or days not pre-approved will not be processed until the following month. To ensure timely approval, weekly timesheets should be submitted by Monday.
- Contractor Timesheets and/or Invoices submitted after the due date will not be processed for payment until the following month.
- The payment date indicates when the transfer to your bank account will occur; however, the funds may appear in your account the following day, as banks may process payments overnight.