

TRACS Payment Schedule Jan - Dec 2016

<u>Month Worked</u>	<u>Month End (Last Billable Date)</u>	<u>Timecard/Invoice Submission Deadline - 9am on:</u>	<u>Payment Date</u>
January	31 January 2016	03 February 2016	08 February 2016
February	28 February 2016	02 March 2016	07 March 2016
March	27 March 2016	30 March 2016	04 April 2016
April	24 April 2016	27 April 2016	03 May 2016
May	29 May 2016	01 June 2016	06 June 2016
June	26 June 2016	29 June 2016	04 July 2016
July	31 July 2016	03 August 2016	08 August 2016
August	28 August 2016	31 August 2016	05 September 2016
September	25 September 2016	28 September 2016	03 October 2016
October	30 October 2016	02 November 2016	07 November 2016
November	27 November 2016	30 November 2016	05 December 2016
December	25 December 2016	28 December 2016	03 January 2016

PLEASE NOTE - timecards/invoices received after the 9am deadline on the Timecard Submission Date will not be processed until the following month unless by specific agreement in extraordinary circumstances

N.B. This schedule relates to contractors who are paid directly by Capita only. If you are engaged via another another supplier, please refer to your agency contact, as submission deadlines may vary.