

MONTHLY PAYMENT RUN			
1	2	3	4
PERIOD	TIMESHEET SUBMISSION DEADLINE COB	INVOICE SUBMISSION DEADLINE COB	PAYMENT FROM IKAS VIA BACS
01/07/2013 - 28/07/2013	31 July 2013	02 August 2013	07 August 2013
29/07/2013 - 25/08/2013	28 August 2013	30 August 2013	04 September 2013
26/08/2013 - 29/09/2013	02 October 2013	04 October 2013	09 October 2013
30/09/2013 - 27/10/2013	30 October 2013	01 November 2013	06 November 2013
28/10/2013 - 24/11/2013	27 November 2013	29 November 2013	04 December 2013
25/11/2013 - 29/12/2013	02 January 2014*	06 January 2014 *	08 January 2014
30/12/2013 - 26/01/2014	29 January 2014	31 January 2014	05 February 2014
27/01/2014 - 23/02/2014	26 February 2014	28 February 2014	05 March 2014
24/02/2014 - 30/03/2014	02 April 2014	04 April 2014	09 April 2014
31/03/2014 - 27/04/2014	30 April 2014	02 May 2014	07 May 2014
28/04/2014 - 25/05/2014	28 May 2014	30 May 2014	04 June 2014
26/05/2014 - 29/06/2014	02 July 2014	04 July 2014	09 July 2014
30/06/2014 - 27/07/2014	30 July 2014	01 August 2014	06 August 2014
28/07/2014 - 24/08/2014	27 August 2014	29 August 2014	03 September 2014
25/08/2014 - 28/09/2014	01 October 2014	03 October 2014	08 October 2014
29/09/2014 - 26/10/2014	29 October 2014	31 October 2014	05 November 2014
27/10/2014 - 23/11/2014	26 November 2014	28 November 2014	03 December 2014

*Change in submission days to allow for New Year bank holiday

Additional Guidelines:

- For iKas International to meet the BACS Payment Date (Column 4 above), authorised timesheets and expenses (where applicable) must be submitted via the InTIME portal by the Timesheet Submission Deadline (Column 2).
- Your advice notes will be generated based on your authorised timesheets, and sent to your private email, by 12pm following the Timesheet Submission Deadline (Column 2).
- Upon receipt of your advice note, your invoice must be uploaded via the InTIME portal, in line with the Invoice Submission Deadline (Column 3).
- Assuming the above, iKas will make a BACS payment in line with Column 4. It takes on average 3 working days for payment to reach your bank account, however we cannot influence the speed at which different banks process received funds.

*Should you miss the Monthly Payment Run deadlines, please contact invoicing@ikasinternational.com to confirm details of the next available payment cycle.