

2003/2004 TIMETABLE FOR SUPPLY TEACHERS AND TEMPORARY STAFF SALARY CLAIM FORMS

CLAIM PERIOD	To EPS	CHEQUE DESPATCHED	CREDIT TRANSFER PRODUCED
SEPTEMBER (1 st Sept to 19 th Sept)	19/09	03/10	07/10
OCTOBER (22 nd Sept to 17 th Oct)	17/10	31/10	04/11
NOVEMBER (20 th Oct to 19 th Nov)	19/11	05/12	09/12
DECEMBER (20 th Nov to 12 th Dec)	12/12	02/01	06/01
JANUARY (15 th Dec to 19 th Jan)	19/01	06/02	10/02
FEBRUARY (20 th Jan to 19 th Feb)	19/02	05/03	09/03
MARCH (20 th Feb to 19 th Mar)	19/03	02/04	06/04
APRIL (22 nd Mar to 16 th April)	16/04	30/04	04/05
MAY (19 th April to 19 th May)	19/05	04/06	08/06
JUNE (20 th May to 18 th June)	18/06	02/07	06/07
JULY (21 st June to 19 th July)	19/07	06/08	10/08

END OF FINANCIAL YEAR

Please ensure that claims for 22 - 31 March and 1 – 16 April are separated on the claim forms. These claims will all be paid at the end of April.

Claims for the period 22 – 31 March will need sundry credit provisions to transfer costs back into the previous year's budget.

DECEMBER DEADLINE

Please note the deadline for December claims is slightly earlier than in other years. Claims for the 15th December to the end of term should be submitted with January claims on 19th January.

Please note that if the supply teacher is on a part time contract supply money will be paid on the 19th of each month and not the dates shown above.