Darlington Association on Disability Direct Payments Support Service

**Direct Payment Support Service Payroll dates for Darlington 2025 to 2026**

Email your timesheet(s) to: payroll.hours@darlingtondisability.org

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| Start of 4 week payroll period | End of 4 week payroll period |  | **Date to report hours by 12pm** | Personal assistant pay date |
| 31/3/25 | 27/4/25 | 28/4/25 | 2/5/25 |
| 28/4/25 | 25/5/25 | 23/5/25 (due to bank hol) | 30/5/25 |
| 26/5/25 | 22/6/25 | 23/6/25 | 27/5/25 |
| 23/6/25 | 20/7/25 | 21/7/25 | 25/7/25 |
| 21/7/25 | 17/8/25 | 18/8/25 | 22/8/25 |
| 18/8/25 | 14/9/25 | 15/9/25 | 19/9/25 |
| 15/9/25 | 12/10/25 | 13/10/25 | 17/10/25 |
| 13/10/25 | 9/11/25 | 10/11/25 | 14/11/25 |
| 10/11/25 | 7/12/25 | 8/12/25 | 12/12/25 |
| 8/12/25 | 4/1/26 | 5/1/26 | 9/1/26 |
| 5/1/26 | 1/2/26 | 2/2/26 | 6/2/26 |
| 2/2/26 | 1/3/26 | 2/3/26 | 6/3/26 |
| 2/3/26 | 29/3/26 | 30/3/26 | 2/4/26 (due to bank holiday) |
| 30/3/26 | 26/4/26 |  | 27/4/26 | 1/5/26 |

**It is important that you contact us with the hours by 12pm on the above dates to report by, to ensure your payroll is processed in time for you to pay your PA’s on the due date.** Please remember to tell us about any holiday, sick pay or leavers at each payroll.

For those who don’t make their own payments - we must have your hours in by the ‘date to report hours by’ to ensure your PA is paid on time.

We would always endeavour to provide you with a courtesy call as a prompt if you have not contacted us with your hours, however it is important that you do not rely on this service as we cannot guarantee we will be in a position to provide this every payroll.

Other ways to give us your hours:

1 Email: payroll.hours@darlingtondisability.org

2 Leave a message on 01325 489999 option 1 leaving your name and contact number so that we can call you to verify the hours.

We will send you details of payments to be made by the Friday of payroll week (so long as we have your hours in on time). It is important you check the wage slips and letter and let us know of any discrepancies as soon as possible.

Please note if you receive your payroll details from us before this and choose to pay your personal assistant early, please make them aware that this is not their normal pay day, as there may be occasions when we are only able to get payroll details to you by the Friday.