

Personal assistants' 2024 payroll schedule for clients using paper time sheets

Pay period: 1st to 15th of the month -> payment date is the last business day of the same month

Pay period: 16th to the last day of the month -> payment date is the 15th day of the following month

Pay period: 1st to the last day of the month -> payment date is the 15th day of the following month

Please deliver the time sheets of your hourly paid assistant in accordance with the above pay periods after all work for that period has been completed. Time sheets cannot be submitted in advance.

If time sheets include days worked after the end of the pay period in question, the Department of Financial Management Services will transfer them to the next payment date. Time sheets delivered later than usual will be paid by pay period, on the payment date determined based on the date of receiving the time sheets.

Payment date	Delivery date	
15 January 2024	2 January 2024	Tuesday
31 January 2024	16 January 2024	Tuesday
15 February 2024	1 February 2024	Thursday
29 February 2024	15 February 2024	Thursday
15 March 2024	1 March 2024	Friday
28 March 2024	15 March 2024	Friday
15 April 2024	2 April 2024	Tuesday
30 April 2024	16 April 2024	Tuesday
15 May 2024	2 May 2024	Thursday
31 May 2024	16 May 2024	Thursday
14 June 2024	3 June 2024	Monday
28 June 2024	17 June 2024	Monday
15 July 2024	2 July 2024	Tuesday
31 July 2024	17 July 2024	Wednesday
15 August 2024	1 August 2024	Thursday
30 August 2024	15 August 2024	Thursday
13 September 2024	2 September 2024	Monday
30 September 2024	16 September 2024	Monday
15 October 2024	1 October 2024	Tuesday
31 October 2024	16 October 2024	Wednesday
15 November 2024	1 November 2024	Friday
29 November 2024	15 November 2024	Friday
13 December 2024	2 December 2024	Monday
31 December 2024	16 December 2024	Monday

The time sheets of **monthly paid assistants** must be delivered retrospectively for each month in accordance with the above table so that they can be included in the payroll data concerning the payment date, which is the 15th day of the month following the month in question. If you deliver time sheets later than the date indicated in the table, the payment will be postponed to the next payment date.

Payroll services email address: talpa.suoratyo@hel.fi

Time sheet delivery address: Talpa/Personal assistance
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