

Personal assistant's 2025 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	
15.1.2025	2.1.2025	Thursday
31.1.2025	17.1.2025	Friday
14.2.2025	3.2.2025	Monday
28.2.2025	17.2.2025	Monday
14.3.2025	3.3.2025	Monday
31.3.2025	17.3.2025	Monday
15.4.2025	1.4.2025	Tuesday
30.4.2025	16.4.2025	Wednesday
15.5.2025	2.5.2025	Friday
30.5.2025	16.5.2025	Friday
13.6.2025	2.6.2025	Monday
30.6.2025	16.6.2025	Monday
15.7.2025	1.7.2025	Tuesday
31.7.2025	17.7.2025	Thursday
15.8.2025	1.8.2025	Friday
29.8.2025	18.8.2025	Monday
15.9.2025	1.9.2025	Monday
30.9.2025	16.9.2025	Tuesday
15.10.2025	1.10.2025	Wednesday
31.10.2025	17.10.2025	Friday

14.11.2025	3.11.2025	Monday
28.11.2025	17.11.2025	Monday
15.12.2025	1.12.2025	Monday
31.12.2025	16.12.2025	Tuesday

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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