

Please find below a list of pay claim periods and return dates. Please note that we should receive your claims no later than 12 noon on the deadline day in order to guarantee payment the following month.

Casual Pay Claims		
Submit to Pay Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk		
Pay periods	Claims needed at ArtForms by	Pay Date
30/07/18 – 26/08/18	Mon 27/08/18	26/09/18
27/08/18 – 30/09/18	Mon 01/10/18	26/10/18
01/10/18 – 28/10/18	Mon 29/10/18	26/11/18
29/10/18 – 25/11/18	Mon 26/11/18	26/12/18
26/11/18 – 16/12/18	Mon 17/12/18	25/01/19
17/12/18 – 27/01/19	Mon 28/01/19	26/02/19
28/01/18 – 24/02/19	Mon 25/02/19	26/03/19
25/02/19 – 31/03/19	Mon 01/04/19	26/04/19
01/04/19 – 28/04/19	Mon 29/04/19	24/05/19
29/04/19 – 26/05/19	Mon 27/05/19	26/06/19
27/05/19 – 30/06/19	Mon 01/07/19	26/07/19
01/07/19 – 28/07/19	Mon 29/07/19	26/08/19

Travel Claims		
Submit to Travel Claims c/o ArtForms office (cannot be submitted by email)		
Period of Travel	Claims needed at ArtForms by	Pay Date
26/07/18 – 25/08/18	Mon 27/08/18	26/09/18
26/08/18 – 25/09/18	Wed 26/09/18	26/10/18
26/09/18 – 25/10/18	Fri 26/10/18	26/11/18
26/10/18 – 25/11/18	Mon 26/11/18	26/12/18
26/11/18 – 25/12/18	Mon 17/12/18	25/01/19
26/12/18 – 25/01/19	Mon 28/01/19	26/02/19
26/01/19 – 25/02/19	Tues 26/02/19	26/03/19
26/02/19 – 25/03/19	Tues 26/03/19	26/04/19
26/03/19 – 25/04/19	Fri 26/04/19	24/05/19
26/04/19 – 25/05/19	Mon 27/05/19	26/06/19
26/05/19 – 25/06/19	Wed 26/06/19	26/07/19
26/07/19 – 25/07/19	Fri 26/07/19	26/08/19

- **Haven't been paid? Not been paid the amount you were expecting?** Your first point of contact is the Council's Business Support Centre Enquiries Team: bsc.enquiries@leeds.gov.uk or 0113 247 7655.
- **If BSC Enquiries are unable to answer your query**, contact the ArtForms office on 0113 378 2850 or artforms.claims@leeds.gov.uk
- For queries relating to your **pension**, contact bscpensionservices@leeds.gov.uk, 0113 247 5039 (WYPF members) or 0113 247 6517 (Teachers' Pension members)
- If your **personal details** change (name, address, phone, email, bank etc), please inform the ArtForms office **and also** the Employee Changes team on bsc.hr.employee.changes@leeds.gov.uk / 0113 247 7655.