

## **Transition to weekly payroll**

Dear Colleague,

### **Reminder of what's happening?**

In direct response to feedback, and as part of broader work to improve your experience as a freelancer, we are changing the frequency for when you are paid. From **Friday 10 October 2025**, if you are engaged on a PAYE (pay as you earn) basis, you will be paid weekly and not monthly.

### **What do I need to know?**

The first weekly payday will be Friday 10 October 2025. Payments for PAYE engagements will then be made every Friday except when the Friday falls on a bank holiday. For full details please [view the full list of payroll dates here](#).

### **Why do I need to know?**

The new weekly payroll offers several benefits, including reducing payment delays for completed work and clearer breakdowns of what payments relate to which engagements.

### **Transition arrangements – moving to weekly payroll**

As we move from monthly to weekly pay, it is important that you accept any bookings promptly and before the deadlines listed below. This will help to ensure any deductions – including tax, National Insurance, and student loan deductions – stay accurate.

Here's how the transition will work:

- Bookings accepted between 4-23 September 2025 will be paid on 30 September 2025
- Bookings accepted from 24 September 2025 onwards will be paid on a weekly basis with the first weekly payday on 10 October 2025

**This applies to PAYE engagements accepted via the Freelance Payment Portal (FPP).**

**Payslips:** You will continue to have access to your payslips and payslip breakdown document, which can be accessed in the same way as before via the [EY Payslip System](#).

## IMPORTANT REMINDER

If you have any unaccepted bookings on the Freelance Payment Portal (FPP), these will need to be accepted by 23 September 2025, to avoid any implications on payment relating to tax, NI or student loans.

Visit the [Freelance Payment Portal here](#).

## Where can I get more information?

You can get more information on the changes and regular updates via the [Weekly Payroll Transition website](#). If you have a query that is not already covered on the website, please complete the [webform](#) and we will aim to get back to you within 3-5 days.

Please look out for more information in the coming weeks.

Jacqui Preston

Senior HR Business Partner | Extended Workforce | BBC People Services

