

Payment Run Dates for EMAs

NB Dates May Be Subject To Change

Week Ending		No of Payment Weeks	Cut off date for Authorisations completed by the Learning Centre (Monday 5pm)	Payrun Processed at Headquarters (Tuesday am)	Payment into accounts FRIDAY:-	Comments
1st Week	2nd Week					
24/08/2018	31/08/2018	2	03/09/2018	04/09/2018	07/09/2018	
07/09/2018	14/09/2018	2	17/09/2018	18/09/2018	21/09/2018	
21/09/2018	28/09/2018	2	01/10/2018	02/10/2018	05/10/2018	
05/10/2018	12/10/2018	2 (1 - Arran Schools)	22/10/2018	23/10/2018	26/10/2018	No payment for week ending 12/10/2018 - Arran Schools only
26/10/2018	02/11/2018	2	05/11/2018	06/11/2018	09/11/2018	
09/11/2018	16/11/2018	2	19/11/2018*	20/11/2018	23/11/2018	*Due to in-service day 19/11/2018 schools should authorise by 12 noon 20/11/2018
23/11/2018	30/11/2018	2	03/12/2018	04/12/2018	07/12/2018	
07/12/2018	14/12/2018	2	17/12/2018	18/12/2018	21/12/2018	
21/12/2018		1	07/01/2019	08/01/2019	11/01/2019	
11/01/2019	18/01/2019	2	21/01/2019	22/01/2019	25/01/2019	
25/01/2019	01/02/2019	2	04/02/2019	05/02/2019	08/02/2019	
08/02/2019	15/02/2019	2	18/02/2019	19/02/2019	22/02/2019	
22/02/2019	01/03/2019	2	04/03/2019	05/03/2019	08/03/2019	
08/03/2019	15/03/2019	2	18/03/2019	19/03/2019	22/03/2019	
22/03/2019	29/03/2019	2	15/04/2019	16/04/2019	23/04/2019*	*Due to Good Friday/Easter Monday payment will not go into accounts until Tuesday 23/04/2019

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1st Week	2nd Week					
19/04/2019	26/04/2019	2	29/04/2019	30/04/2019	03/05/2019	
03/05/2019	10/05/2019	2	13/05/2019	14/05/2019	17/05/2019	
17/05/2019	24/05/2019	2	27/05/2019*	28/05/2019	31/05/2019	*Due to in-service day 27/05/2019 schools should authorise by 12 noon 28/05/2019
31/05/2019	07/06/2019	2	10/06/2019	11/06/2019	14/06/2019	
14/06/2019	21/06/2019	2	24/06/2019	25/06/2019	28/06/2019	
28/06/2019		1	01/07/2019	02/07/2019	05/07/2019	

Please Note: EMA payments are not made during short term holidays including the October, Christmas and Easter breaks.

Payment will only be made for those weeks where 100% attendance is maintained along with satisfying the conditions attached to your EMA Learning Agreement.

Young people are entitled to receive EMA payments whilst they are on exam leave providing that they turn up at all of their scheduled exams and adhere to the terms of their EMA Learning Agreement. **Where a student leaves school after their last exam, they will receive EMA payments until the last day of the SQA exam timetable** providing that they have satisfied all other criteria and there is more than 3 days in the week leading up to this date.

A Learning Agreement requires to be completed and confirmed by your school before payments can commence.