

CHRISTMAS PAYROLL DEADLINES

December 2015

Payroll	Payroll date	Action required
Mid-Month Payroll	Tuesday, 15 December 2015	There is no change to mid-month payroll. Please note that without exception all paperwork needs to be received in to HR Services no later than: <u>Tuesday, 1 December 2015</u>
End of Month – this includes the following: 'Casuals' Payroll Pensioner Payroll	Tuesday, 22 December 2015	Fully completed and authorised timesheets to be received in to HR Services no later than: <u>Friday, 11 December 2015 (5pm)</u>
Staff Expenses – Weekly - Final payroll	Friday, 18 December 2015	Staff expenses are paid weekly. The 18 December will be the final pay run. This will include all expenses received in to HR Services on or before: <u>Tuesday, 1 December 2015</u>
Weekly Payroll	Friday, 18 December 2015	All staff that get paid on a weekly basis will receive a total of 3 weeks' pay: All paperwork in relation to this payroll needs to be received by HR Services by: <u>Tuesday, 15 December 2015</u>
Fees Payroll	Tuesday, 22 December 2015	As previous years we anticipate that there will be an increase in volume for any submitted PR7's. All fully completed and authorised PR7's needs to be received in to HR Services no later than: <u>Friday, 11 December 2015 (5pm)</u>

January 2016

Payroll	Payroll date	Action required
Mid-Month Payroll	Friday, 15 January 2016	Please note the cut- off date for all paperwork needs to be received in to HR Services no later than: <u>Monday, 4 January 2016</u>
Weekly Payroll	Friday, 8 January 2016	All staff that gets paid on a weekly basis will resume to be paid as normal. Any overtime worked/due will be reflected in this pay. All paperwork in relation to this payroll needs to be received by HR Services by: <u>Tuesday, 5 January 2016</u>
End of month	Thursday, 28 January 2016	Fully completed and authorised timesheets to be received in to HR Services no later than: <u>Wednesday, 13 January 2016</u>
Staff Expenses – Weekly Payroll	Friday, 8 January 2016	Staff expenses will resume to be paid weekly. Due to the Christmas close down. All expenses received up until <u>Friday, 11 December 2015</u> will be paid in this run.