

JANUARY TO DECEMBER 2017

END OF MONTH PAYROLL DEADLINE CALENDAR (INCLUDING CASUALS)

END OF MONTH PAY DAY IS THE PENULTIMATE WORKING DAY OF THE MONTH

END OF MONTH DEADLINE FOR NEW STARTER PAPERWORK IS 15TH OF THE MONTH*

END OF MONTH DEADLINE FOR TIMESHEET UPLOAD IS 13TH OF THE MONTH*

*IF THE 13TH/15TH FALLS ON A WEEKEND OR BANK HOLIDAY THE DEADLINE WILL BE THE LAST WORKING DAY BEFORE THE 13TH/15TH

END OF MONTH	NEW STARTER PAPERWORK TO HR SERVICES	CASUAL TIMESHEET UPLOAD SEND TO HR SERVICES BY:	PAY DAY
JANUARY	16 JAN 2017	13 JAN 2017	30 JAN 2017
FEBRUARY	15 FEB 2017	13 FEB 2017	27 FEB 2017
MARCH	15 MAR 2017	13 MAR 2017	30 MAR 2017
APRIL	13 APR 2017	13 APR 2017	27 APR 2017
MAY	15 MAY 2017	15 MAY 2017	30 MAY 2017
JUNE	15 JUN 2017	13 JUN 2017	29 JUN 2017
JULY	17 JUL 2017	13 JUL 2017	28 JUL 2017
AUGUST	15 AUG 2017	14 AUG 2017	30 AUG 2017
SEPTEMBER	15 SEP 2017	13 SEP 2017	28 SEP 2017
OCTOBER	16 OCT 2017	13 OCT 2017	30 OCT 2017
NOVEMBER	15 NOV 2017	13 NOV 2017	29 NOV 2017
DECEMBER	TO BE CONFIRMED*	TO BE CONFIRMED*	TO BE CONFIRMED*

*DECEMBER DEADLINES ARE PAY DATES ARE DETERMINED AT A LATER DATE

MID MONTH PAYROLL DEADLINE CALENDAR

MID MONTH PAY DAY IS 15TH OF THE MONTH, IF THE 15TH FALLS ON A WEEKEND OR BANK HOLIDAY PAY DAY WILL BE THE LAST WORKING DAY BEFORE THE 15TH

MID MONTH	PAPERWORK TO BE SUBMITTED BY: (THIS INCLUDES OVERTIME SUBMISSIONS & NEW STARTER PAPERWORK)	PAY DAY
JANUARY	3 JANUARY 2017	13 JANUARY 2017
FEBRUARY	1 FEBRUARY 2017	15 FEBRUARY 2017
MARCH	1 MARCH 2017	15 MARCH 2017
APRIL	3 APRIL 2017	13 APRIL 2017
MAY	2 MAY 2017	15 MAY 2017
JUNE	1 JUNE 2017	15 JUNE 2017
JULY	3 JULY 2017	15 JULY 2017
AUGUST	1 AUGUST 2017	15 AUGUST 2017
SEPTEMBER	1 SEPTEMBER 2017	15 SEPTEMBER 2017
OCTOBER	2 OCTOBER 2017	13 OCTOBER 2017
NOVEMBER	1 NOVEMBER 2017	15 NOVEMBER 2017
DECEMBER	1 DECEMBER 2017	15 DECEMBER 2017