### Mid-month Payroll

<table>
<thead>
<tr>
<th>Month</th>
<th>Deadline for all paperwork to be received to HR Services</th>
<th>Operational teams responsible</th>
<th>All HR_activity to be fully completed and final paperwork to be handed over to the ESAs for/payroll activity to be completed</th>
<th>Exception reports to be produced and passed to ESO's for completion</th>
<th>End of month Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2021</td>
<td>Wednesday 15th July 2021</td>
<td>Employment Services Team</td>
<td>Monday 16th to Tuesday 10th July 2021</td>
<td>Monday 16th to Tuesday 10th July 2021</td>
<td>Monday 24th July 2021</td>
</tr>
<tr>
<td>Aug 2021</td>
<td>Monday 13th August 2021</td>
<td>Employment Services Team</td>
<td>Monday 14th to Tuesday 8th August 2021</td>
<td>Monday 14th to Tuesday 8th August 2021</td>
<td>Monday 29th August 2021</td>
</tr>
<tr>
<td>Sep 2021</td>
<td>Monday 11th September 2021</td>
<td>Employment Services Team</td>
<td>Monday 12th to Tuesday 6th September 2021</td>
<td>Monday 12th to Tuesday 6th September 2021</td>
<td>Monday 4th September 2021</td>
</tr>
<tr>
<td>Oct 2021</td>
<td>Monday 9th October 2021</td>
<td>Employment Services Team</td>
<td>Monday 10th to Tuesday 4th October 2021</td>
<td>Monday 10th to Tuesday 4th October 2021</td>
<td>Monday 5th October 2021</td>
</tr>
<tr>
<td>Nov 2021</td>
<td>Monday 7th November 2021</td>
<td>Employment Services Team</td>
<td>Monday 8th to Tuesday 2nd November 2021</td>
<td>Monday 8th to Tuesday 2nd November 2021</td>
<td>Monday 2nd November 2021</td>
</tr>
<tr>
<td>Dec 2021</td>
<td>Monday 5th December 2021</td>
<td>Employment Services Team</td>
<td>Monday 6th to Tuesday 30th December 2021</td>
<td>Monday 6th to Tuesday 30th December 2021</td>
<td>Monday 31st December 2021</td>
</tr>
<tr>
<td>Jan 2022</td>
<td>Monday 3rd January 2022</td>
<td>Employment Services Team</td>
<td>Monday 4th to Tuesday 28th January 2022</td>
<td>Monday 4th to Tuesday 28th January 2022</td>
<td>Monday 3rd January 2022</td>
</tr>
<tr>
<td>Feb 2022</td>
<td>Monday 1st February 2022</td>
<td>Employment Services Team</td>
<td>Monday 2nd to Friday 25th February 2022</td>
<td>Monday 2nd to Friday 25th February 2022</td>
<td>Monday 2nd February 2022</td>
</tr>
<tr>
<td>Mar 2022</td>
<td>Monday 1st March 2022</td>
<td>Employment Services Team</td>
<td>Monday 2nd to Friday 25th March 2022</td>
<td>Monday 2nd to Friday 25th March 2022</td>
<td>Monday 2nd March 2022</td>
</tr>
<tr>
<td>Apr 2022</td>
<td>Monday 3rd April 2022</td>
<td>Employment Services Team</td>
<td>Monday 4th to Friday 29th April 2022</td>
<td>Monday 4th to Friday 29th April 2022</td>
<td>Monday 2nd April 2022</td>
</tr>
<tr>
<td>May 2022</td>
<td>Monday 1st May 2022</td>
<td>Employment Services Team</td>
<td>Monday 2nd to Friday 27th May 2022</td>
<td>Monday 2nd to Friday 27th May 2022</td>
<td>Monday 30th May 2022</td>
</tr>
<tr>
<td>Jun 2022</td>
<td>Monday 3rd June 2022</td>
<td>Employment Services Team</td>
<td>Monday 4th to Friday 1st June 2022</td>
<td>Monday 4th to Friday 1st June 2022</td>
<td>Monday 3rd June 2022</td>
</tr>
</tbody>
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#### Exception report completion - Final calculation of PAYROLL

- All HR_activity to be undertaken and ODH to final corrections and input by ESAs;
- Final paperwork to be handed over to the ESAs for Payroll activity to be completed;
- ESOs to have completed and updated; Payroll activity to be calculated – exception reports to be produced and passed to Payroll Leads for completion;
- ESO's to have completed and updated; Payroll activity to be calculated – exception reports to be produced and passed to Payroll Leads for completion;
- Exception reports to be executed – Final calculation of PAYROLL;
- ESO's to have completed and updated; Payroll activity to be calculated – exception reports to be produced and passed to Payroll Leads for completion;
- ESO's to have completed and updated; Payroll activity to be calculated – exception reports to be produced and passed to Payroll Leads for completion;
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