



Memo

From: Payroll

Date: 9th October 2009

Re: Christmas bank holiday Payroll

Dear All,

Christmas bank holidays are fast approaching so please find below all payroll deadlines for work W/E 20.12.09 & 27.12.09

Holiday Request's WE 20.12.09 & 27.12.09

Emailed to Payroll by Wednesday 16th December. This is due to the high volume over the Christmas period.

Payroll for W/E 20.12.09

All **Admin & Tax Forms** must be sent by guaranteed for next day delivery, to arrive in the payroll department for processing on Thursday 17th December.

Thursday 17th December

Adapt export will be run at 2pm.

Timesheets will need to be faxed to reach payroll by 9am on Friday 18th for processing.

Friday 18th December

Evolution, I-Grasp, Advantage Global & Accenture will be run at 11am.

Due to the short week, no Rec reports will be emailed but will be sent as usual with your weekly reports.

No late faxed timesheets will be actioned.



Monday 21st December

All Statutory payments will be processed. We will then commence our back-ups to process Albacs to ensure payment for Thursday 24th December. Payslip & P45's will be printed.

All reports will be emailed to branches.

Payroll for WE 27.12.09

Tuesday 22nd December

All **Admin & Tax Forms** must be sent by guaranteed next day delivery, to arrive in the payroll department for processing on Wednesday 23rd December.

Wednesday 23rd December

Adapt export will be run at 2pm.

Timesheets will need to be faxed by 5pm for processing on Thursday 24th December.

Thursday 24th December

Timesheets to be processed. Due to the short week, no Rec reports will be emailed but will be sent as usual with your weekly reports.

I grasp, Evolution, Advantage Global and Accenture will be run at 11am.

No late faxed timesheets will be actioned.

Tuesday 29th December

All Statutory payments will be processed. We will then commence our back-ups to process Albacs to ensure payment for Thursday 31st December. Payslip & P45's will be printed.

All reports will be emailed to branches.

Thank you.