

CHRISTMAS TIMETABLE 2017

SERVICES INFORMATION End of Month Payrolls					
Payroll	Pay Date	Cut off date for Paper expenses claims	Cut off Date for Online Expenses Claims	Cut off Date for all Data Entry Claims, CSVs etc	Payslips available Online
32 - Admin	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17
39 - Valuation	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17
65 – Child Services	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17
72 – HLH	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17
42	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17

SERVICES INFORMATION End of Month Payrolls					
Payroll	Pay Date	Cut off date for Paper expenses claims	Cut off Date for Online Expenses Claims	Cut off Date for all Data Entry Claims, CSVs etc	Payslips available Online
38- Teacher	21/12/17	30/11/17	08/12/17	04/12/17	15/12/17

SERVICES INFORMATION End of Month Payrolls					
Payroll	Pay Date	Cut off date for Paper expenses claims	Cut off Date for Online Expenses Claims	Cut off Date for all Data Entry Claims, CSVs etc	Payslips available Online
34 -Pension	22/12/17	01/12/17	08/12/17	04/12/17	15/12/17

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Payroll Name/No	Pay Date	Cut off date for information to payroll
53 – Mid Monthly**	12/01/18	2pm 04/01/18
83 – HLH mid monthly	12/01/18	2pm 04/01/18

**Estimates should only be submitted where it is not possible to submit actual hours. Employees cannot claim expenses for journeys that have not yet been incurred.