

## CHRISTMAS TIMETABLE 2019

		<b>SERVICES INFORMATION</b> 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			
<b>32 - Admin</b>	<b>23/12/19</b>	<b>29/11/19</b>	<b>06/12/19</b>	<b>02/12/19</b>	<b>16/12/19</b>			
<b>39 - Valuation</b>	<b>23/12/19</b>	<b>29/11/19</b>	<b>06/12/19</b>	<b>02/12/19</b>	<b>16/12/19</b>			
<b>65 – Child Services</b>	<b>23/12/19</b>	<b>29/11/19</b>	<b>06/12/19</b>	<b>02/12/19</b>	<b>16/12/19</b>			
<b>72 – HLH</b>	<b>23/12/19</b>	<b>29/11/19</b>	<b>06/12/19</b>	<b>02/12/19</b>	<b>16/12/19</b>			
<b>42</b>	<b>23/12/19</b>	<b>29/11/19</b>	<b>06/12/19</b>	<b>02/12/19</b>	<b>16/12/19</b>			

		<b>SERVICES INFORMATION</b> 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			
<b>38 - Teachers</b>	<b>23/12/19</b>	<b>28/11/19</b>	<b>05/12/19</b>	<b>06/12/19</b>	<b>16/12/19</b>			

## CHRISTMAS TIMETABLE 2019

		<b>SERVICES INFORMATION</b> 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			
<b>34 - Pension</b>	<b>23/12/19</b>	n/a	n/a	n/a	<b>16/12/19</b>			

		<b>SERVICES INFORMATION</b> End of Month Payrolls						
Payroll	Pay Date	Cut off date for input	S/sheet issued by payroll	S/sheet returned to payroll	Payslips available Online			
<b>75 – Elections</b>	<b>09/12/19</b>	<b>21/11/19</b>	<b>26/11/19</b>	<b>29/11/19</b>	<b>02/12/19</b>			
<b>75 – Elections</b>	<b>17/01/20</b>	<b>19/12/19</b>	<b>07/01/20</b>	<b>10/01/20</b>	<b>13/01/20</b>			

		<b>SERVICES INFORMATION</b> 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			
<b>53 Mid Monthly</b>	<b>14/01/20</b>	<b>19/12/19</b>	<b>19/12/19</b>	<b>20/12/19</b>	<b>09/01/20</b>			

## **CHRISTMAS TIMETABLE 2019**

\*\*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.