

CHRISTMAS TIMETABLE 2020

		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	23/12/20	02/12/20	07/12/20	02/12/20	16/12/20			
39 - Valuation	23/12/20	02/12/20	07/12/20	02/12/20	16/12/20			
65 – Child Services	23/12/20	02/12/20	07/12/20	02/12/20	16/12/20			
72 – HLH	23/12/20	02/12/20	07/12/20	02/12/20	16/12/20			
42	23/12/20	02/12/20	07/12/20	02/12/20	16/12/20			

		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 - Teachers	23/12/20	02/12/20	07/12/20	04/12/20	16/12/20			

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34 -Pension	23/12/20	n/a	n/a	n/a	16/12/20			

		SERVICES INFORMATION 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			
75 – Elections	n/a	n/a	n/a	n/a	n/a			
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53 Mid Monthly	14/01/21	21/12/20	21/12/20	21/12/20	08/01/21			

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**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.