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## Payroll, Pensions and Creditors

### PAYROLL CHRISTMAS SCHEDULE 2021

		<b>SERVICES INFORMATION</b>			
		<b>End of Month Payrolls</b>			
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>23/12/21</b>	<b>02/12/21</b>	<b>07/12/21</b>	<b>02/12/21</b>	<b>16/12/21</b>
<b>39 - Valuation</b>	<b>23/12/21</b>	<b>n/a</b>	<b>07/12/21</b>	<b>02/12/21</b>	<b>16/12/21</b>

<b>65 – Child Services</b>	<b>23/12/21</b>	<b>n/a</b>	<b>07/12/21</b>	<b>02/12/21</b>	<b>16/12/21</b>
<b>72 – HLH</b>	<b>23/12/21</b>	<b>n/a</b>	<b>03/12/21</b>	<b>03/12/21</b>	<b>16/12/21</b>
<b>42</b>	<b>23/12/21</b>	<b>n/a</b>	<b>07/12/21</b>	<b>02/12/21</b>	<b>16/12/21</b>
<b>SERVICES INFORMATION</b>					
<b>End of Month Payrolls</b>					
<b>Payroll</b>	<b>Pay Date</b>	<b>Cut off date for Paper expenses claims</b>	<b>Cut off Date for Online Expenses Claims</b>	<b>Cut off Date for all Data Entry Claims, CSVs etc</b>	<b>Payslips available Online</b>
<b>38 - Teachers</b>	<b>23/12/21</b>	<b>n/a</b>	<b>07/12/21</b>	<b>06/12/21</b>	<b>16/12/21</b>
<b>SERVICES INFORMATION</b>					
<b>End of Month Payrolls</b>					
<b>Payroll</b>	<b>Pay Date</b>	<b>Cut off date for Paper expenses claims</b>	<b>Cut off Date for Online Expenses Claims</b>	<b>Cut off Date for all Data Entry Claims, CSVs etc</b>	<b>Payslips available Online</b>
<b>34 -Pension</b>	<b>23/12/21</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>16/12/21</b>
<b>SERVICES INFORMATION</b>					
<b>End of Month Payrolls</b>					
<b>Payroll</b>	<b>Pay Date</b>	<b>Cut off date for input</b>	<b>S/sheet issued by payroll</b>	<b>S/sheet returned to payroll</b>	<b>Payslips available Online</b>

<b>75 – Elections</b>	<b>06/01/22</b>	<b>n/a</b>	<b>29/11/21</b>	<b>17/12/21</b>	<b>21/12/21</b>
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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 \*\*

\*\* Please note these dates may be subject to change \*\*

		<b>SERVICES INFORMATION</b>			
		<b>End of Month Payrolls</b>			
<b>Payroll</b>	<b>Pay Date</b>	<b>Cut off date for Paper expenses claims</b>	<b>Cut off Date for Online Expenses Claims</b>	<b>Cut off Date for all Data Entry Claims, CSVs etc</b>	<b>Payslips available Online</b>
<b>53 Mid Monthly</b>	<b>14/01/22</b>	<b>20/12/21</b>	<b>05/01/22</b>	<b>20/12/21</b>	<b>10/01/22</b>
<b>72 - HLH</b>	<b>28/01/22</b>	<b>n/a</b>	<b>07/01/22</b>	<b>07/01/22</b>	<b>13/01/22</b>

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