



8.4a Peak Planning Documents

Pay Dates for all contract employees

Overview

This planning document contains key Payroll information for Christmas 2020 in respect of pay and cut off dates.

Key Notes

This brief covers:

1. Pay dates for all contract employees
2. Cut off dates for substitution and HR17 submissions
3. Christmas Supplement - note that details and eligibility criteria for the Christmas Supplement is contained within 8.4F PPD

Detail

Specification - Pay dates during Christmas 2020

Pay dates and payroll processes remain the same for weekly paid employees, with current week basic pay, assigned allowances and previous week's additional hours and ad hoc adjustments paid each Friday, with the exception of Friday 25th December and Friday 1st January. The pay date for these 2 dates will now be Thursday 24th December and Thursday 31st December.

Due to the impact of bank / public holidays on payroll operations, the following arrangements apply:

Weekly-Paid Contracted Employees

- w/c 23rd November (pay date Friday 27th November)
- o Regular Pay (Basic & assigned allowances)
 - o Overtime / SA / Ad hoc allowances performed w/c 16th November



w/c 30th November (pay date Friday 4th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 23rd November

w/c 7th December (pay date Friday 11th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 30th November

w/c 14th December (pay date Friday 18th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 7th December
o Christmas Supplement (TBC)

Note: In addition to BAU process PSP will be closed for all changes from 02.00 Friday 18th December and will re-open at 07.30.

Payroll will then be locked from 14.00 until approx. 18.00 on Monday 21st December to process the payroll for w/c 21st December

w/c 21st December (pay date Thursday 24th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed and keyed w/c 14th December up to 14.00 on Monday 21st December

Note: PSP will be closed for all changes from 02.00 Wednesday 23rd December and Thursday 24th December and will re-open at 07.30am both days

w/c 28th December (pay date Thursday 31st December)
o Regular Pay (Basic & assigned allowances)
o Overtime/SA/Ad hoc allowances performed w/c 21st December up to 10.00am Thursday 24th December and for w/c 14th December keyed after 14.00 on 21st December

Note: Please note Payroll will be locked from 10.00am prompt on Thursday 24th December to process the payroll for week commencing 28th December until completed, which is anticipated to be about 1500 hours

w/c 4th January (pay date Friday 8th January)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 28th December and any overtime keyed after 10.00am on Thursday 24th December



Monthly-Paid Contracted Employees

Cut-off will be Sunday 13th December
Pay date will be Thursday 24th December

No overtime advance payment is available to weekly or monthly paid employees.

Temporary Contractual Hours Increases

A separate document applies for all part time to full time and part time variations to contracted hours PPD 8.4b All reversions must be submitted within 7 days of submitting the request to temporarily increase hours.

Casual Employees

A separate document 'How to pay Christmas Casual Employees' detailing pay dates and PSP guidance is available for Casual employees PPD 8.4d

Version Control	Date of issue	Comments

Key Contacts

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