



Peak Planning Document 8.4

Pay Advice 2020

Overview

This planning document contains details of the Pay and employee change requests including guides that apply during the Christmas pressure period 2020.

Key Notes

1. Pay dates for all contract employees including cut off dates for substitution and HR17 submissions
2. Temporary Increase in Hours for Part-Time Operational Grades
3. How to pay casuals
4. Policy and guide for Schedule Attendance Holiday Pay
5. Policy for Christmas Pay Supplement

Details

Pay dates during Christmas 2020 including cut off dates for substitution and HR17 submissions

During the Christmas period 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, except for 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, arrangements have been adapted. See document 8.4a PPD Dates and Cut Offs



PPD 8.4a Pay dates
for all contract employ



Temporary Increase in Hours for Part-Time Operational Grades

Many offices allow their part-time employees to increase their *contractual* hours to **full-time (38 Hours)** over Christmas rather than pay additional hours through overtime or scheduled attendance. Any Hours increases which are less than 38 hours are **Xmas Variation to PT Hours**. Some offices will choose to increase the part time hours for employees but leave them still as part time.

For the full details and guidelines see 8.4b PPD Increase Hours for Part Time Employees and 8.4c PPD ECR Guide for PSP



PPD 8.4b Increasing Hours for Part Time Employees



8.4c PPD ECR Guide for PSP.docx

How to pay Casuals

For full details of the operational process for how to pay Christmas casuals see 8.4d PPD How to Pay Christmas Casuals



PPD 8.4d How to Pay Christmas Casuals.docx

Policy and guide for Schedule Attendance Holiday Pay

For full details of the calculations that are required to ensure that the correct payments are made for Scheduled Attendance Holiday Pay see PPD 8.4e SA Holiday Pay - Payment Calculation



PPD 8.4e Policy and Guide for SA Holiday Pay

Policy for Christmas Pay Supplement

For details of the Christmas Pay Supplement and arrangements for 2020 see 8.4f PPD Christmas Pay Supplement



8.4f PPD Christmas Pay Supplement 2020

Version Control	Date of issue	Comments
V1	17 th September 2020	Draft
V2	7 th October 2020	Draft



V3	4 th November 2020	Final
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Key Contacts

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