

PAYROLL PROCESS

DATE	PROCESS
Th 19 th Dec	Payday
W 18 th Dec	BACS Process Day
Tu 17 th Dec	BACS Input Day
M 16 th Dec	BACS Receipt Day
F 13 th Dec	Payroll Reconciliation and Safety Margin
Th 12 th Dec	Pay Run
W 11 th Dec	Payroll Input/ Input Receipt/Dept Process
Tu 10 th Dec	Payroll Input/ Input Receipt/Dept Process
M 9 th Dec	Dept Process
Sa 7 th Dec	End of Period to be paid