



TIME SHEET DEADLINES FOR CHRISTMAS HOLIDAYS 2020

The offices will close at 5pm on Thursday the 24th December and will re-open at 9am on Monday 4th January 2021.

No exceptions to these deadlines can or will be made.

Work completed for week ending 20.12.2020

Timesheets received by 11am on the 22.12.20 will be paid to your designated account on 24.12.20

Timesheets received after 11am on the 22nd, but before 12pm on the 29th will credit on 31st December 2020.

If you wish to be paid on 24.12.2020, **YOU** must ensure that we have your timesheet by 11am on **22.12.20**.

Please note that it is **YOUR** responsibility to ensure that your timesheet has reached us – **even if you hand it to a third party for submission.**

For those whose monies are passed to a third party, every endeavour will be made to notify the third party in time for their deadlines. However, no guarantees can be made.

Work completed for week ending 27.12.20

Timesheets received by 12pm on Tuesday 29.12.20 will reach your designated account on 31.12.20. **Due to short processing times funds may credit later than normal on the 31st.**

Timesheets received after the above deadline will be paid on 08/01/2021.

Work completed for week ending 03.01.21

Normal deadlines apply, i.e. 12pm on the 06.01.21

PAYE Workers

Please look out for the mailshot in regards to payment of annual holiday