

## Christmas Pay Schedule - 2023



Normal Pay date	Payroll information to be sent to Cintra by <u>10am on</u>	Cintra to send payroll back for checking	Payroll Sign Off to be sent to Cintra - <u>No later than 10 am</u>	Actual pay day
1st December	22/11/2023	27/11/2023	28/11/2023	01/12/2023
2nd & 3rd December	22/11/2023	27/11/2023	28/11/2023	01/12/2023
4th December	23/11/2023	28/11/2023	29/11/2023	04/12/2023
5th December	24/11/2023	29/11/2023	30/11/2023	05/12/2023
6th December	27/11/2023	30/11/2023	01/12/2023	06/12/2023
7th December	28/11/2023	01/12/2023	04/12/2023	07/12/2023
8th December	29/11/2023	04/12/2023	05/12/2023	08/12/2023
9th & 10th December	29/11/2023	04/12/2023	05/12/2023	08/12/2023
11th December	30/11/2023	05/12/2023	06/12/2023	11/12/2023
12th December	01/12/2023	06/12/2023	07/12/2023	12/12/2023
13th December	04/12/2023	07/12/2023	08/12/2023	13/12/2023
14th December	05/12/2023	08/12/2023	11/12/2023	14/12/2023
15th December	06/12/2023	11/12/2023	12/12/2023	15/12/2023
16th & 17th December	06/12/2023	11/12/2023	12/12/2023	15/12/2023
18th December	07/12/2023	12/12/2023	13/12/2023	18/12/2023
19th December	08/12/2023	13/12/2023	14/12/2023	19/12/2023
20th December	11/12/2023	14/12/2023	15/12/2023	20/12/2023
21st December	12/12/2023	15/12/2023	18/12/2023	21/12/2023
22nd December	13/12/2023	18/12/2023	19/12/2023	22/12/2023
23rd, 24th, 25th & 26th December	13/12/2023	18/12/2023	19/12/2023	22/12/2023
27th December	14/12/2023	19/12/2023	20/12/2023	27/12/2023
28th December	15/12/2023	20/12/2023	21/12/2023	28/12/2023
29th December	15/12/2023	20/12/2023	21/12/2023	29/12/2023
30th & 31st December	15/12/2023	20/12/2023	21/12/2023	29/12/2023
<b>Last working Thursday</b>	15/12/2023	20/12/2023	21/12/2023	28/12/2023
<b>Last working Friday</b>	15/12/2023	20/12/2023	21/12/2023	29/12/2023
<b>Last working day</b>	15/12/2023	20/12/2023	21/12/2023	29/12/2023
<b>1st January</b>	15/12/2023	20/12/2023	21/12/2023	29/12/2023

The Supplier will not release/submit an FPS file or BACS file for processing that has **not had the payroll signed off** by the Customer in accordance with the above processing schedule.

UK Bank Holidays	
Date	Event
Mon 25 Dec 2023	Christmas Day
Tue 26 Dec 2023	Boxing Day
Mon 01 Jan 2024	New Year's Day