

Weekly Pay Schedule - December 2023



Week	All Payroll Changes To Be Submitted On Or Before 10am on	Payroll Returned For Checking by 5pm on	Payroll Sign Off To Be Sent To Cintra by 12 noon	Pay Date
Pre-Christmas w/c 18th December	15/12/2023	18/12/2023	19/12/2023	21/12/2023
Pre-Christmas w/c 18th December	18/12/2023	19/12/2023	20/12/2023	22/12/2023
Christmas & NY w/c 27th December	20/12/2023	21/12/2023	22/12/2023	28/12/2023
Christmas & NY w/c 27th December	21/12/2023	22/12/2023	27/12/2023	29/12/2023
New Year w/c 2nd January	28/12/2023	29/12/2023	02/01/2024	04/01/2024
New Year w/c 2nd January	29/12/2023	02/01/2024	03/01/2024	05/01/2024

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