

PAY TIMETABLE - EASTER & MAY 2007 BANK HOLIDAYS

Purpose of brief:	To inform employees of alterations to pay dates as a result of forthcoming Easter & May Public holidays
Audience:	All employees
Timescales:	Immediate (For Easter). The brief should be retained in order to advise employees on pay dates around the May holidays.
Contact:	People and Organisational Development Services 5456 7100 / 0845 6060603

Introduction:

The forthcoming Easter & May public holidays affect the payroll operation. This brief highlights changes to pay dates, and should be briefed to all employees so that they are aware of arrangements.

There are broadly two ways a bank/public holiday can impact upon payroll:

1. A Friday holiday (**Good Friday 6 April**) means that weekly paid employees need to be paid a day earlier (**Thursday 5 April**) in order to be sure to receive payments. In turn, the early pay date requires an earlier 'cut off', by which time People and Organisational Development Services (P&ODS) must have received variable pay information for processing..
2. A Monday holiday (**Easter Monday 9 April; May Day 7 May; Spring Holiday 28 May**) should not now alter the standard payroll arrangements very much due to the fact that 99% of units are using the automated Variable Pay system. However the cut-off time for receiving the submissions needs to be more strictly enforced and no guarantee of payment can be made if units fail to hit the deadlines as specified in this brief.

There follows a specific brief on April and May holidays and the effect on pay dates, overtime cut-offs/ other payroll documentation "cut offs" for weekly paid employees, which can be placed on local notice-boards to supplement briefing.

April and May arrangements for monthly paid employees remain unchanged.

You should all now be aware that any e-mails regarding Variable Pay must be sent to 'SPC Variable Pay Inbox' as the old 'HRSC Bristol, Redhill and Edinburgh' accounts have all been closed.

Key messages:

Good Friday - 6 April

- The 'Good Friday' holiday prevents a normal Friday pay date. Weekly paid contractual employees will receive a full week's wages on **Thursday 5 April**.
- All overtime, scheduled attendance, casual hours and adhoc payments for week commencing 26th March should be entered on to your Variable Pay Workbook as normal and this should be submitted via the normal process **no later than 10.00 a.m. on Monday 2nd April. Payment cannot be guaranteed for anything submitted after this time.**

Easter Monday - 9 April

- Pay date will remain as Friday 13 April.
- All overtime, scheduled attendance, casual hours and adhoc payments for week commencing 2nd April should be entered on to your Variable Pay Workbook as normal and this should be submitted via the normal process **no later than 12.00 midday on Monday 9th April. Payment cannot be guaranteed for anything submitted after this time.**
- Normal "local" arrangements will apply to Scotland as Good Friday is not a bank holiday. P&ODS Edinburgh will separately arrange.

May Day - Monday 7 May

- Pay date will remain as Friday 11 May.
- All overtime, scheduled attendance, casual hours and adhoc payments for week commencing 30th April should be entered on to your Variable Pay Workbook as normal and this should be submitted via the normal process **no later than 12.00 midday on Monday 7th May. Payment cannot be guaranteed for anything submitted after this time.**

Spring Holiday - Monday 28 May

- Pay date will remain as Friday 1 June
- All overtime, scheduled attendance, casual hours and adhoc payments for week commencing 21st May should be entered on to your Variable Pay Workbook as normal and this should be submitted via the normal process **no later than 12.00 midday on Monday 28th May. Payment cannot be guaranteed for anything submitted after this time.**

Substitution Claims

It is necessary to amend the deadlines for receipt of substitution claims when a bank holiday occurs. The deadlines for the Easter and May bank holidays are as follows.

Period Worked	Deadline for receipt by P&ODS	Pay Date
W/c 26 March April	12.00 noon Friday 30 March	Thursday 5
W/c 2 April	12.00 noon Thursday 5 April	Friday 13 April
W/c 30 April May	12.00 noon Friday 4 May	Friday 11
W/c 21 May	12.00 noon Friday 25 May	Friday 1 June

Permanent Shift Allowance Changes (HR17 Forms)

It is also necessary to amend the deadlines for receipt of HR17 forms when a bank holiday occurs. The deadlines for the Easter and May bank holidays are as follows.

Deadline for receipt by P&ODS	Payment Date
12.00 noon Thursday 29 March	Thursday 5 April
12.00 noon Wednesday 4 April	Friday 13 April

12.00 noon Thursday 3 May
12.00 noon Thursday 24 May

Friday 11 May
Friday 1 June

Deadlines for Absence Notifications

It is necessary to amend the deadlines for receipt of HR201 and HR300 forms in a week when a bank holiday falls. The deadlines for Easter and the May bank holidays are as follows.

Deadline for receipt by P&ODS

Pay Date affected

10.00 a.m. Friday 30 March
10.00 a.m. Thursday 5 April
10.00 a.m. Friday 4 May
10.00 a.m. Friday 25 May
June

Thursday 5 April
Friday 13 April
Friday 11May
Friday 1