



Dear Colleague,

Welcome to the Co-operative Group. The following information is intended to help you understand our payroll cycle.

We have 13 pay periods each year, the pay dates are highlighted by the red boxes on the calendar opposite. This means that the payment of your salary will be made on a 4 weekly basis. Each salary payment will cover a 4 week pay period.

PAY PERIOD	PAY DAY
19 December 2021 - 15 January 2022	13-Jan
16 January 2022 - 12 February 2022	10-Feb
13 February 2022 - 12 March 2022	10-Mar
13 March 2022 - 9 April 2022	07-Apr
10 April 2022 - 07 May 2022	05-May
08 May 2022 - 4 June 2022	02-Jun
5 June 2022 - 2 July 2022	30-Jun
3 July 2022 - 30 July 2022	28-Jul
31 July 2022 - 27 August 2022	25-Aug
28 August 2022 - 24 September 2022	22-Sep
25 September 2022 - 22 October 2022	20-Oct
23 October 2022 - 19 November 2022	17-Nov
20 November 2022 - 17 December 2022	15-Dec

## CURRENT PAYROLL CALENDAR 2022

JANUARY						
S	M	T	W	T	F	S
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Payday is denoted by a red box
- Deadline for entries made via MyHR 5pm
- Deadline for entries made via MyHR 12pm
- HR/ Business deadline for Input
- Bank Holiday