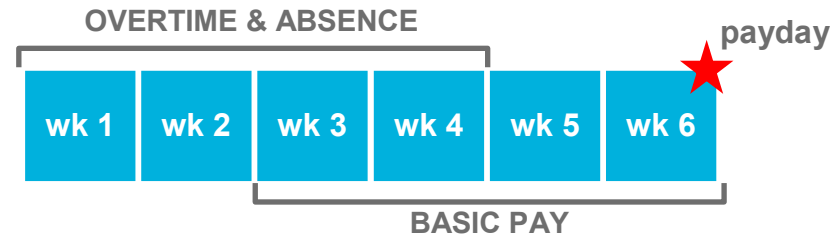


# Payroll calendar for 2021

Each payday you will receive:

- 4 weeks of pay for your **contracted hours** (including any allowances) paid up until the Saturday after payday
- 4 weeks of pay for your **overtime** and **absences** paid up until the Saturday 2 weeks before payday\*



PAYDAY	PAY DATES FOR CONTRACTED HOURS	PAY DATES FOR OVERTIME AND ABSENCE	DEADLINE FOR MyHR CHANGES	DEADLINE FOR FORMS SENT TO HRSS
14/01/21	20/12/20—16/01/21	06/12/20—02/01/21	31/01/21 (5pm)	28/12/20 (6pm)
11/02/21	17/01/21—13/02/21	03/01/21—30/01/21	28/01/21 (5pm)	25/01/21 (6pm)
11/03/21	14/02/21—13/03/21	31/01/21—27/02/21	25/02/21 (5pm)	22/02/21 (6pm)
08/04/21	14/03/21—10/04/21	28/02/21—27/03/21	25/03/21 (5pm)	22/03/21 (6pm)
06/05/21	11/04/21—08/05/21	28/03/21—24/04/21	22/04/21 (5pm)	19/04/21 (6pm)
03/06/21	09/05/21—05/06/21	25/04/21—22/05/21	20/05/21 (5pm)	17/05/21 (6pm)
01/07/21	06/06/21—03/07/21	23/05/21—19/06/21	17/06/21 (5pm)	14/06/21 (6pm)
29/07/21	04/07/21—31/07/21	20/06/21—17/07/21	15/07/21 (5pm)	12/07/21 (6pm)
26/08/21	01/08/21—28/08/21	18/07/21—14/08/21	12/08/21 (12pm)	09/08/21 (6pm)
23/09/21	29/08/21—25/09/21	15/08/21—11/09/21	09/09/21 (5pm)	06/09/21 (6pm)
21/10/21	26/09/21—23/10/21	12/09/21—09/10/21	07/10/21 (5pm)	04/10/21 (6pm)
18/11/21	24/10/21—20/11/21	10/10/21—06/11/21	04/11/21 (12pm)	01/11/21 (6pm)
16/12/21	21/11/21—18/12/21	07/11/21—04/12/21	02/12/21 (12pm)	29/11/21 (6pm)

\*

- If you enter overtime and absences through MyHR anything approved for weeks 5 & 6 before payroll cut off will also be paid on payday
- Funeralcare Timesheet users will have their overtime paid for 4 weeks up until the Wednesday of week 4