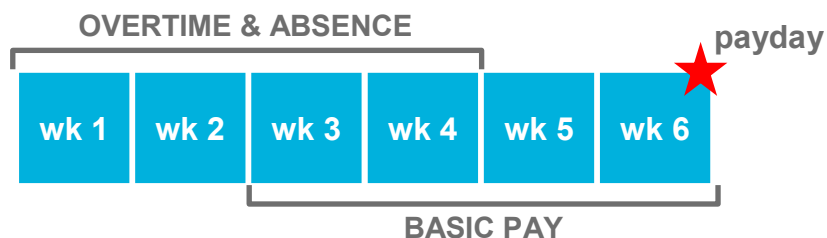


Payroll calendar for 2020

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
16/01/20	22.12.19 - 18.01.20	08.12.20 — 04.01.20	02.01.20 (5pm)	30/12/19 (6pm)
13/02/20	19.01.20 - 15.02.20	05.01.20 — 01.02.20	30.01.20 (5pm)	27/01/20 (6pm)
12/03/20	16.02.20 - 14.03.20	02.02.20 — 29.02.20	27.02.20 (5pm)	24/02/20 (6pm)
09/04/20	15.03.20 - 11.04.20	01.03.20 — 28.03.20	26/03/20 (5pm)	23/03/20 (6pm)
07/05/20	12.04.20 - 09.05.20	29.03.20 — 25.04.20	23/04/20 (5pm)	20/04/20 (6pm)
04/06/20	10.05.20 - 06.06.20	26.04.20 — 23.05.20	21/05/20 (12pm)	18/05/20 (6pm)
02/07/20	07.06.20 - 04.07.20	24.05.20 — 20.06.20	18/06/20 (5pm)	15/06/20 (6pm)
30/07/20	05.07.20 - 01.08.20	21.06.20 — 18.07.20	16/07/20 (5pm)	13/07/20 (6pm)
27/08/20	02.08.20 - 29.08.20	19.07.20 — 15.08.20	13/08/20 (12pm)	10/08/20 (6pm)
24/09/20	30.08.20 - 26.09.20	16.08.20 — 12.09.20	10/09/20 (5pm)	07/09/20 (6pm)
22/10/20	27.09.20 - 24.10.20	13.09.20 — 10.10.20	08/10/20 (5pm)	05/10/20 (6pm)
19/11/20	25.10.20 - 21.11.20	11.10.20 — 07.11.20	05/11/20 (5pm)	02/11/20 (6pm)
17/12/20	22.11.20 - 19.12.20	08.11.20 — 05.12.20	03/12/20 (5pm)	30/11/20 (6pm)
14/01/21	20.12.20 - 16.01.21	06.12.20 — 02.01.21	31/12/20 (5pm)	24/12/20 (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