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TO:- All Personnel	FROM:- S A Laird	COPIES:-
DATE:- 5 th November 2019	SUBJECT:- Christmas & New Year Closing & Pay Arrangements	

This year On Line's payroll/accounts department will close at 4:30 pm 24th December 2019 and re-open at 8:00 am 2nd January 2020.

Because of staff holidays and BACS closures, etc. the arrangements for payment of wages will be as follows:-

Weekly Paid Personnel

<u>Week Ending</u>	<u>BACS run date</u>	<u>Cleared funds available</u>
15 th December 2019	17 th December 2019	20 th December 2019
22 nd December 2019	23 rd December 2019	27 th December 2019
29 th December 2019	2 nd January 2020	6 th January 2020

Week Ending 22nd December 2019 – please submit signed timesheets by 9:00 am on 23rd December 2019.

Monthly Paid Salaries

Any salaried staff will be paid on the last working day of the month as usual, this year the date is 31st December 2019.



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Holidays

Weekly paid PAYE personnel: if you have any holidays remaining that you wish to be paid you must notify us that you wish to be paid these on the appropriate timesheet.

Because of the time schedule imposed on us by BACS, personnel are advised to submit timesheets and in the case of Sub contractors, invoices, at the **earliest possible opportunity** and certainly **no later than 9:00 am on the BACS run date**. Payment for timesheets and/or invoices not received in time will be made on the next available date.