

Christmas Pay Schedule

Pay date	Payroll information to be sent to Cintra by <u>10am on</u>	Cintra to send payroll back for checking	BACS authorisation to be sent to Cintra - <u>No later than 10 am</u>	Actual pay day
1st December	22nd November	25th November	29th November	1st December
2nd December	23rd November	26th November	30th November	2nd December
3rd December	24th November	29th November	1st December	3rd December
4th & 5th December	24th November	29th November	1st December	3rd December
6th December	25th November	30th November	2nd December	6th December
7th December	26th November	1st December	3rd December	7th December
8th December	29th November	2nd December	6th December	8th December
9th December	30th November	3rd December	7th December	9th December
10th December	1st December	6th December	8th December	10th December
11th & 12th December	1st December	6th December	8th December	10th December
13th December	2nd December	7th December	9th December	13th December
14th December	3rd December	8th December	10th December	14th December
15th December	6th December	9th December	13th December	15th December
16th December	6th December	9th December	14th December	16th December
17th December	7th December	10th December	15th December	17th December
18th & 19th December	7th December	10th December	15th December	17th December
20th December	7th December	13th December	16th December	20th December
21st December	8th December	14th December	17th December	21st December
22nd December	9th December	15th December	20th December	22nd December
23rd December	10th December	16th December	21st December	23rd December
24th December	13th December	17th December	22nd December	24th December
25th, 26th, 27th & 28th December	13th December	17th December	22nd December	24th December
29th December	15th December	21st December	23rd December	29th December
30th December	16th December	22nd December	23rd December	30th December
31st December	17th December	23rd December	29th December	31st December
Last working Friday	17th December	23rd December	29th December	31st December
Last working day	17th December	23rd December	29th December	31st December
1st January	17th December	23rd December	29th December	31st December