

CARMICHAELUK Payroll and Subcontractors

Payments - Christmas 2009

PLEASE READ THE FOLLOWING NOTICE CAREFULLY AS SUBMISSION AND PAY DAYS WILL BE ALTERED OVER THE HOLIDAY PERIOD.

Due to the Christmas and New Year Bank Holidays we have to alter our submission and payment deadlines. The table below summarises the situation applicable to our PAYE workers and subcontractors paid directly. If you work through a Service Provider, CUK will try to accommodate their timetables, but you will need to check with your own company administrators.

DETAILS:

To be paid promptly for work done in week 14th to 20th December you must have a **signed timesheet faxed through to our offices by 9:00am on Monday 21st December** to meet our payroll deadline for that week. Failure to make the deadline will mean payment will be deferred until Thursday 31st December 2009 or Friday 7th January 2010 depending on submission date.

For reference these details will be posted on the CarmichaelUK web site.

(If any different to above, special instructions will be given to workers on the ELL site prior to 14th December, to accommodate this client's situation.)

Timesheets

Please ensure we receive all your timesheets for this period and any outstanding timesheets so that we can pay all hours due and invoice our clients correctly for year end.

IT IS IMPERATIVE THAT WE HAVE ALL YOUR TIMESHEETS IN PROMPTLY.

CarmichaelUK - Payroll Timetable over Christmas 2009 Holiday Period

Day	Mon	Tue	Wed	Thu	Fri
date	14	15	16	17	18
14th - 18th	Timesheets in by 17:30 for w/e 13th	Payroll processed	BACS released	BACS Processed	Payment in bank
	21	22	23	24	25
21st - 25th	Timesheets in by 09:00 for w/e 20th Payroll Processed	BACS released	BACS Processed	Payment in bank Timesheets in w/e 27th by 12:00pm	Bank Closed
	28	29	30	31	1
28th -1st Jan	Bank Closed	Payroll processed BACS Released	BACS Processed	Payment in bank	Bank Closed
	4	5	6	7	8
4th - 8th	Timesheets in by 17:30 -as normal	Payroll processed	BACS released	BACS Processed	Payment in bank

Mon 21st December: ENSURE that your signed timesheet is in by 9:00am if NOT payment will be deferred until after Christmas.

PAYE Only: Any available holiday pay will be paid out over the Christmas period.