

PayPartners

December 2023 Payrolling Arrangements & Opening Times

Dear Service Users

Below are the payroll arrangements for December 2023. Please ensure you follow the arrangements applicable to your pay frequency!

	4-Weekly Payroll	Monthly Payroll
Official December 2023 pay day	Friday 22nd December	Friday 29th December
Is there provision for wages to be paid any earlier?	No	Yes
1st pay day for December	Friday 22nd December	
What is the 1 st day I can submit my PA hours on for the 1 st pay day?	Thursday 14th December	
What is the last day I can submit my PA hours on for the 1 st pay day?	Wednesday 20th December	
What is the latest time I can submit my PA hours on the last day for the 1 st pay day?	17:00	
2nd pay day for December	Friday 29th December	
What is the 1 st day I can submit my PA hours on for the 2 nd pay day?	Thursday 21 st December	
What is the last day I can submit my PA hours on for the 2 nd pay day?	Thursday 28th December	
What is the latest time I can submit my PA hours on the last day for the 2 nd pay day?	12 NOON	

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We will be open for business as usual until Thursday 21st December 2023.

After that our opening times will be:

Fri 22nd Dec	08:30 to 13:30	Thurs 28th Dec	08:30 to 16:00
Mon 25th Dec	CLOSED	Fri 29th Dec	CLOSED
Tues 26th Dec	CLOSED	Mon 1st Jan 24	CLOSED
Weds 27th Dec	08:30 to 16:00	Tues 2nd Jan 24	08:30 to 17:00 (normal hours)

Whilst December marks the end of the calendar year, the financial year still has another 3 months to run. Payroll processing calendars for tax year 24-25 will be distributed in March 2024.

We thank you for your continued support during 2023 and send you our very best wishes for the end of year festivities.

The PayPartners Team.