



**Royal Mail Internal Information
Christmas Planning Document 2018**

XPD8.2 Pay Dates and Cut Offs

Version V1

12 September 2018

Pay Services
Tel: 0345 60 60 60 3

Version control:

| Version Number | Date of issue | Comments |
|----------------|---------------|----------|
| V1 | October 2018 | Draft |
| | | |
| | | |
| | | |

Introduction

This planning document contains key Payroll information for Christmas 2018 in respect of pay and cut off dates.

Target Audience

| | |
|---------------------|--|
| Post & Parcels | Operational Managers, Resourcing Managers |
| Regional Operations | Heads of Special Event Planning, Operational Managers, Resourcing Managers |
| Other | HR Business Partners |

Key Notes

This brief covers:

1. Pay dates for all contract employees
2. Cut off dates for substitution and HR17 submissions
3. Christmas Supplement - note that details and eligibility criteria for the Christmas Supplement is contained within **XPD8.5**

Specification - Pay dates during Christmas 2018

Pay dates and payroll processes remain the same for weekly paid employees, with current week basic pay, assigned allowances and previous week's additional hours and ad hoc adjustments paid each Friday. Due to the impact of bank/public holidays on payroll operations, the following arrangements apply:

Weekly-Paid Contracted Employees

w/c 26th November (pay date Friday 30th November)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 19th November

w/c 3th December (pay date Friday 7th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 26th November

w/c 10th December (pay date Friday 14th December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 3rd December

w/c 17th December (pay date Friday 21st December)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed w/c 10th December
o Christmas Supplement (TBC)

Note: In addition to BAU process PSP will be closed for all changes from 02.00 Thursday 20th & Friday 21st December and will re-open at 07.30 am on both mornings. Payroll will then be locked from 14.00 until approx. 18.00 on Friday 21st December to process the payroll for w/c 24th December

w/c 24th December (pay date Friday 28th December 2017)
o Regular Pay (Basic & assigned allowances)
o Overtime / SA / Ad hoc allowances performed and keyed w/c 17th December up to 14.00 on Friday 21st December

Note: PSP will be closed for all changes from 02.00 Friday 28th December and will re-open at 07.30am

w/c 31st December 2018 (pay date Friday 4th January 2019)
o Regular Pay (Basic & assigned allowances)
o Overtime/SA/Ad hoc allowances performed w/c 24th December and any for w/c 17th December keyed after 14.00 on 21st December

Note: Please note Payroll will be locked from 12 noon prompt on Monday 31st December to process the payroll for week commencing 31st December until completed, which is anticipated to be about 1800 hours

Monthly-Paid Contracted Employees

Cut-off will be Sunday 9th December
Pay date will be Monday 24th December

No overtime advance payment is available to weekly or monthly paid employees.

Temporary Contractual Hours Increases

A separate document applies for all part time to full time and part time variations to contracted hours XPD 8.3. All reversions must be submitted within 7 days of submitting the request to temporarily increase hours.

Casual Employees

A separate document 'How to pay Christmas Casual Employees' detailing pay dates and PSP guidance is available for Casual employees **XPD8.3b**

Key Contacts

Pay Services - Telephone 0345 6060603