

# Disability North Payroll Dates 2020

Pay period runs from payroll date to payroll date - yellow boxes (Mon - Sun). Do not pay for hours not yet worked.

Pay date for employee's is the date shown in black box.

See overleaf for more information and instructions.

JANUARY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
<b>13</b>	14	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28	29	30	31		

FEBRUARY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
<b>10</b>	11	12	13	14	15	16
17	18	<b>19</b>	20	21	22	23
24	25	26	27	28	29	

MARCH						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
<b>9</b>	10	11	12	13	14	15
16	17	<b>18</b>	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
*13	<b>14</b>	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28	29	30			

MAY						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
<b>11</b>	12	13	14	15	16	17
18	19	<b>20</b>	21	22	23	24
25	26	27	28	29	30	31

JUNE						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
<b>15</b>	16	17	18	19	20	21
22	23	<b>24</b>	25	26	27	28
29	30					

JULY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
<b>13</b>	14	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28	29	30	31		

AUGUST						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
<b>17</b>	18	19	20	21	22	23
24	25	<b>26</b>	27	28	29	30
31						

SEPTEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
<b>14</b>	15	16	17	18	19	20
21	22	<b>23</b>	24	25	26	27
28	29	30				

OCTOBER						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
<b>12</b>	13	14	15	16	17	18
19	20	<b>21</b>	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
<b>9</b>	10	11	12	13	14	15
16	17	<b>18</b>	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
<b>7</b>	8	9	10	11	12	13
14	15	<b>16</b>	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pay Period	
9 Dec - 12 Jan	5 weeks
13 Jan - 9 Feb	4 weeks
10 Feb - 8 Mar	4 weeks
9 Mar - 12 Apr	5 weeks
13 Apr - 10 May	4 weeks
11 May - 14 Jun	5 weeks
15 Jun - 12 Jul	4 weeks
13 Jul - 16 Aug	5 weeks
17 Aug - 13 Sep	4 weeks
14 Sep - 11 Oct	4 weeks
12 Oct - 8 Nov	4 weeks
9 Nov - 6 Dec	4 weeks

\* 13 April - Bank Holiday

### **Notifying Payroll of your Personal Assistants hours**

Ring in or email your hours on the highlighted yellow dates each month

**RING - 0191 284 0480 or EMAIL – [lynnewaggott@disabilitynorth.org.uk](mailto:lynnewaggott@disabilitynorth.org.uk) (ask for a read receipt)**

Hours should run from one highlighted date (yellow) to the Sunday before the next highlighted date inclusively

e.g. Jan/Feb 2020 the hours rang in on 10<sup>th</sup> February would run from 13/1/20 to 09/2/20

#### **You need to provide the following information:**

Your name and the name of the person who is being supported (if applicable)

The Personal Assistants name or names (if you employ more than one)

The hours for that pay period for each member of staff, specifying:

Hours actually worked

Hours annual leave (if applicable)

Hours sick/maternity/paternity (if applicable)