

# Disability North Payroll Dates 2021

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
<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

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

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

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

Pay Period		
7 Dec - 10 Jan	5 weeks	
11 Jan - 7 Feb	4 weeks	
8 Feb - 7 Mar	4 weeks	
8 Mar - 11 Apr	5 weeks	
12 Apr - 9 May	4 weeks	
10 May - 13 Jun	5 weeks	
14 Jun - 11 Jul	4 weeks	
12 Jul - 15 Aug	5 weeks	
16 Aug - 12 Sep	4 weeks	
13 Sep - 10 Oct	4 weeks	
11 Oct - 7 Nov	4 weeks	
8 Nov - 5 Dec	4 weeks	

### **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 2021 the hours rang in on 8<sup>th</sup> February would run from 11/1/21 to 07/2/21

#### **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)