|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Apr-17** | **May** | **June** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan-18** | **Feb** | **Mar** |
| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Deadline paperwork to payroll | 6 | 8 | 8 | 10 | 7 | 8 | 9 | 8 | 4 | 8 | 8 | 8 |
| Retro input | 12 | 12 | 14 | 14 | 11 | 14 | 13 | 14 | 7 | 12 | 14 | 14 |
| Retro run - overnight | 12 | 12 | 14 | 14 | 11 | 14 | 13 | 14 | 7 | 12 | 14 | 14 |
| Last day for new starters | 12 | 12 | 14 | 14 | 11 | 14 | 13 | 14 | 7 | 12 | 14 | 14 |
| Last day for payroll input - perm and temp | 18 | 16 | 16 | 18 | 15 | 18 | 17 | 16 | 11 | 16 | 16 | 16 |
| Payrolls calculated - overnight | 18 | 16 | 16 | 18 | 15 | 18 | 17 | 16 | 11 | 16 | 16 | 16 |
| Late changes/leavers to avoid overpayment - only | 21 | 19 | 21 | 21 | 18 | 21 | 20 | 21 | 14 | 19 | 21 | 21 |
| Payroll checked by | 21 | 19 | 21 | 21 | 18 | 21 | 20 | 21 | 14 | 19 | 21 | 21 |
| Payrolls sent on | 24 | 22 | 22 | 24 | 21 | 22 | 23 | 22 | 15 | 22 | 22 | 22 |
| Payday | 28 | 26 | 28 | 28 | 25 | 28 | 27 | 28 | 21 | 26 | 28 | 28 |