

MEMORANDUM

TO: ALL CASUAL WORKERS

FROM: MAXINE JOHNSON, ASSOCIATE HR DIRECTOR

DATE: 26TH NOVEMBER 2019

SUBJECT MATTER: PAY PERIODS & EXPENSE CLAIM CUT OFF DATES 2019 - 2020

SEND ALL EXPENSE SHEETS IN ON A WEEKLY BASIS, MARKING THE ENVELOPE WITH AN X IN THE TOP LEFT HAND CORNER.

Your completed expense sheets should reach our ALDRIDGE office no later than the cut off dates listed below. Failure to do this will result in your payment being delayed.

Paye Wk	Casual Fortnightly Pay Periods		Casual Expense Cut-Off Date	Casual Pay Date
36	18/11/2019	01/12/2019	03/12/2019	13/12/2019
38	02/12/2019	15/12/2019	17/12/2019	27/12/2019
40	16/12/2019	29/12/2019	31/12/2019	10/01/2020
42	30/12/2019	12/01/2020	15/01/2020	24/01/2020
44	13/01/2020	26/01/2020	29/01/2020	07/02/2020
46	27/01/2020	09/02/2020	12/02/2020	21/02/2020
48	10/02/2020	23/02/2020	26/02/2020	06/03/2020
50	24/02/2020	08/03/2020	11/03/2020	20/03/2020
52	09/03/2020	22/03/2020	25/03/2020	03/04/2020
2	23/03/2020	05/04/2020	07/04/2020	17/04/2020
4	06/04/2020	19/04/2020	22/04/2020	01/05/2020
6	20/04/2020	03/05/2020	05/05/2020	15/05/2020
8	04/05/2020	17/05/2020	20/05/2020	29/05/2020
10	18/05/2020	31/05/2020	03/06/2020	12/06/2020
12	01/06/2020	14/06/2020	17/06/2020	26/06/2020
14	15/06/2020	28/06/2020	01/07/2020	10/07/2020
16	29/06/2020	12/07/2020	15/07/2020	24/07/2020
18	13/07/2020	26/07/2020	29/07/2020	07/08/2020
20	27/07/2020	09/08/2020	12/08/2020	21/08/2020
22	10/08/2020	23/08/2020	26/08/2020	04/09/2020
24	24/08/2020	06/09/2020	09/09/2020	18/09/2020
26	07/09/2020	20/09/2020	23/09/2020	02/10/2020
28	21/09/2020	04/10/2020	07/10/2020	16/10/2020
30	05/10/2020	18/10/2020	21/10/2020	30/10/2020
32	19/10/2020	01/11/2020	04/11/2020	13/11/2020
34	02/11/2020	15/11/2020	18/11/2020	27/11/2020
			Early cut off due to Bank Holidays	