

MEMORANDUM

TO: ALL CASUAL WORKERS

FROM: SHARON THORNTON, PA & ADMIN TEAM MANAGER

DATE: 15TH NOVEMBER 2017

SUBJECT MATTER: PAY PERIODS & EXPENSE CLAIM CUT OFF DATES 2016

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
32	09/10/2017	22/10/2017	25/10/2017	03/11/2017
34	23/10/2017	05/11/2017	08/11/2017	17/11/2017
36	06/11/2017	19/11/2017	22/11/2017	01/12/2017
38	20/11/2017	03/12/2017	06/12/2017	15/12/2017
40	04/12/2017	17/12/2017	19/12/2017	29/12/2017
42	18/12/2017	31/12/2017	03/01/2018	12/01/2018
44	01/01/2018	14/01/2018	17/01/2018	26/01/2018
46	15/01/2018	28/01/2018	31/01/2018	09/02/2018
48	29/01/2018	11/02/2018	14/02/2018	23/02/2018
50	12/02/2018	25/02/2018	28/02/2018	09/03/2018
52	26/02/2018	11/03/2018	14/03/2018	23/03/2018
2	12/03/2018	25/03/2018	27/03/2018	06/04/2018
4	26/03/2018	08/04/2018	11/04/2018	20/04/2018
6	09/04/2018	22/04/2018	25/04/2018	04/05/2018
8	23/04/2018	06/05/2018	09/05/2018	18/05/2018
10	07/05/2018	20/05/2018	22/05/2018	01/06/2018
12	21/05/2018	03/06/2018	06/06/2018	15/06/2018
14	04/06/2018	17/06/2018	20/06/2018	29/06/2018
16	18/06/2018	01/07/2018	04/07/2018	13/07/2018
18	02/07/2018	15/07/2018	18/07/2018	27/07/2018
20	16/07/2018	29/07/2018	01/08/2018	10/08/2018
22	30/07/2018	12/08/2018	15/08/2018	24/08/2018
24	13/08/2018	26/08/2018	29/08/2018	07/09/2018
26	27/08/2018	09/09/2018	12/09/2018	21/09/2018
28	10/09/2018	23/09/2018	26/09/2018	05/10/2018
30	24/09/2018	07/10/2018	10/10/2018	19/10/2018
32	08/10/2018	21/10/2018	24/10/2018	02/11/2018
34	22/10/2018	04/11/2018	07/11/2018	16/11/2018
36	05/11/2018	18/11/2018	21/11/2018	30/11/2018