

 **Important information regarding wages the Christmas/ New Year Period** 

To be paid for the final weeks of the year 2017 YOU need to take the following action:

Prepare and submit 2-two separate timesheets by **Monday 11th December 2017 by 17:00.**
 Please use the following table as your guide.

CHRISTMAS 2017 – Dates and Deadlines for Timesheet submission

TIMESHEETS for:	FOR DATES:	DEADLINE FOR TIMESHEET Please send to the Office By:	Paid on
Week 50, 2017	27 Nov 2017 – 10 Dec 2017	Monday 11 Dec 2017 by 17:00	15/12/17
Week 52, 2017	11 Dec 2017 – 24 Dec 2017	Monday 11 Dec 2017 by 17:00	29/12/17

Include on your timesheets and check for accuracy:




- Your NORMAL SHIFT HOURS worked (or due to work)
- Any ANNUAL LEAVE / PUBLIC HOLIDAYS booked and authorised where applicable
- Any COVER that you have agreed to work within the date ranges above.

On each Timesheet write or type clearly ‘**WEEK 50**’; ‘**WEEK 52**’ as each timesheet will be paid separately. Please do not put the two pay periods on one timesheet. If you do not follow this request, there is a risk that your payment may be missed.

NEW YEAR 2018 – Dates and Deadlines for Timesheet submission

TIMESHEETS:	FOR DATES:	DEADLINE FOR TIMESHEET Please send to the Office By:	Paid on
Week 02, 2018	25 Dec 2017 – 07 Jan 2018	Tuesday 9 th January 2018 by 17:00	12/01/2018

Remember: *There are 3 Public Holidays during Christmas 2017 /New Year 2018*

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|  <i>Monday 25th December</i> | <i>Week 02 2018 Timesheet</i> |
|  <i>Tuesday 26th December and</i> | <i>Week 02 2018 Timesheet</i> |
|  <i>Monday 1st January, 2017</i> | <i>Week 02 2018 Timesheet</i> |

We are processing 2 (two) payrolls before Christmas. This is a lot of work and we can **ONLY** do this with your help. Please ensure your timesheets are in to us on or before time, completed accurately and clearly.

If using email, please only send to timesheets@corkcil.ie. If you miss the deadline or send to an incorrect e-mail address, we cannot chase you up and your payment will be deferred until 2018.

THANK YOU ALL 