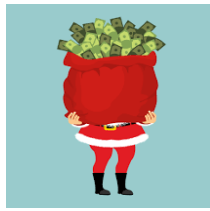




### Year End Holiday and Wages



The final time sheets for the year are due. The last 3 weeks of the year are set up in advance, so you can be paid during the holiday.

#### Next Steps

Submit **3-three separate** time sheets – see below

Timesheet	Dates Covered			Date Timesheet Due	Date Staff Paid	Notes
No 1	26-Nov	to	09-Dec	10-Dec	14-Dec	2 weeks paid- as normal

No 2	10-Dec	to	23-Dec	10-Dec	28-Dec	2 weeks' pay. Set up in advance. Paid as normal
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The last time sheet we need in 2018 is for **1-one week**

No 3	24-Dec	to	30-Dec	10-Dec	4-Jan	1 weeks' pay -final week Se up in advance
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1. Check your dates and times **are accurate** [they should match your Clockings]
2. **Keep Texting Your Clockings**



In January we will compare timesheets and 'Clockings'. This is an important test of the system as it is advance 'Clockings' and public holidays sessions.

If you were cancelled or worked any additional shifts from 10<sup>th</sup> to 30<sup>th</sup> December 2018 we will make corrections in January.

*Wishing you all a happy holiday*



### Timesheet Deadlines 2019

**17:00 [5.00pm] each Tuesday unless otherwise stated**

Week No	Pay Period			Deadline	Day	Paid
	From	to	To			
2	31-Dec		13-Jan	15-Jan	Tuesday	18/01/2019
4	14-Jan		27-Jan	29-Jan	Tuesday	01/02/2019
6	28-Jan		10-Feb	12-Feb	Tuesday	15/02/2019
8	11-Feb		24-Feb	26-Feb	Tuesday	29/02/2019
10	25-Feb		10-Mar	12-Mar	Tuesday	15/03/2019

A full list we be published shortly.

We hope that early in 2019 we will be able to stop the time timesheets but, in the meantime, .....

**Keep Clocking!!!!**



*Wishing you all a happy holiday*