

1st Choice Payroll Limited (1CPL)

Example Monthly Payroll Calendar

n.b. This payroll calendar is based on a payday of the last working day of each month and accounts for BACS payment processing days - we discuss and agree this document with each individual client to establish a mutual working document.

N.B. Where appropriate exceptions must be made to take account of Bank Holidays

2004/2005													
Pay Period/Month	Latest date for receipt of data by 1CPL	Day	Latest Payslip delivery date	Day	BACS transmission date	Day	BACS process date	Day	Pay Date	Day	Day	Payment of Tax/NIC due to Inland Revenue	
1	April	23-Apr-04	Fri	28-Apr-04	Wed	28-Apr-04	Wed	29-Apr-04	Thu	30-Apr-04	6	Fri	19-May-04
2	May	21-May-04	Fri	27-May-04	Thu	27-May-04	Thu	28-May-04	Fri	31-May-04	2	Mon	19-Jun-04
3	June	23-Jun-04	Wed	28-Jun-04	Mon	28-Jun-04	Mon	29-Jun-04	Tue	30-Jun-04	4	Wed	19-Jul-04
4	July	23-Jul-04	Fri	28-Jul-04	Wed	28-Jul-04	Wed	29-Jul-04	Thu	30-Jul-04	6	Fri	19-Aug-04
5	August	23-Aug-04	Mon	27-Aug-04	Fri	27-Aug-04	Fri	30-Aug-04	Mon	31-Aug-04	3	Tue	19-Sep-04
6	September	23-Sep-04	Thu	28-Sep-04	Tue	28-Sep-04	Tue	29-Sep-04	Wed	30-Sep-04	5	Thu	19-Oct-04
7	October	22-Oct-04	Fri	27-Oct-04	Wed	27-Oct-04	Wed	28-Oct-04	Thu	29-Oct-04	6	Fri	19-Nov-04
8	November	22-Nov-04	Mon	26-Nov-04	Fri	26-Nov-04	Fri	29-Nov-04	Mon	30-Nov-04	3	Tue	19-Dec-04
9	December	24-Dec-04	Fri	29-Dec-04	Wed	29-Dec-04	Wed	30-Dec-04	Thu	31-Dec-04	6	Fri	19-Jan-05
10	January	21-Jan-05	Fri	27-Jan-05	Thu	27-Jan-05	Thu	28-Jan-05	Fri	31-Jan-05	2	Mon	19-Feb-05
11	February	18-Feb-05	Fri	24-Feb-05	Thu	24-Feb-05	Thu	25-Feb-05	Fri	28-Feb-05	2	Mon	19-Mar-05
12	March	24-Mar-05	Thu	29-Mar-05	Tue	29-Mar-05	Tue	30-Mar-05	Wed	31-Mar-05	5	Thu	19-Apr-05