

PAYROLL SET-UP TO DECEMBER 2008

PAYROLL PERIOD		PAY DAY
09 October 2007	22 October 2007	09 November 2007
23 October 2007	05 November 2007	23 November 2007
06 November 2007	19 November 2007	07 December 2007
20 November 2007	03 December 2007	21 December 2007
04 December 2007	17 December 2007	04 January 2008
18 December 2007	31 December 2007	18 January 2008
01 January 2008	14 January 2008	01 February 2008
15 January 2008	28 January 2008	15 February 2008
29 January 2008	11 February 2008	29 February 2008
12 February 2008	25 February 2008	14 March 2008
26 February 2008	10 March 2008	28 March 2008
11 March 2008	24 March 2008	11 April 2008
25 March 2008	07 April 2008	25 April 2008
08 April 2008	21 April 2008	09 May 2008
22 April 2008	05 May 2008	23 May 2008
06 May 2008	19 May 2008	06 June 2008
20 May 2008	02 June 2008	20 June 2008
03 June 2008	16 June 2008	04 July 2008
17 June 2008	30 June 2008	18 July 2008
01 July 2008	14 July 2008	01 August 2008
15 July 2008	28 July 2008	15 August 2008
29 July 2008	11 August 2008	29 August 2008
12 August 2008	25 August 2008	12 September 2008
26 August 2008	08 September 2008	26 September 2008
09 September 2008	22 September 2008	10 October 2008
23 September 2008	06 October 2008	24 October 2008
07 October 2008	20 October 2008	07 November 2008
21 October 2008	03 November 2008	21 November 2008
04 November 2008	17 November 2008	05 December 2008
18 November 2008	01 December 2008	19 December 2008

PAYROLL PERIOD

This shows you the dates to and from that you are paid for.

PAY DAY (every two weeks)

The date payment is transferred to your account.

TIME SHEET

All time sheets must be sent to the office on a weekly basis
Failure to do so may result in payment delay

HOLIDAY/DAY OFF

If you are taken time off from work whether paid or unpaid you are require to complete an absence request form.

All planned absence must be approved a month in advance.