



# Payroll 2016 Christmas Bulletin

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## When will you be paid in December?

All pay dates will be on normal pay dates in December

**Teachers, Music Instructors, QIOs, ESOs and Psychologists** will be paid on the last teaching day of the month which is the **22<sup>nd</sup> December 2016**.

**SJC Staff, Craft Operatives, Chief Executive, Chief Officers & Directors** will be paid the last Thursday of the month which is **29<sup>th</sup> December 2016**.

**Councillors** will be paid on the last Thursday of the month which is **29<sup>th</sup> December 2016**.

## Deadline Dates for Paperwork

**Notification of Appointments, Termination Forms, Other Miscellaneous Changes including Name/Addresses, Bank Details, E-mail Addresses, Pension Forms**

Supply Teachers	Monday 5 <sup>th</sup> December
Permanent Teachers	Thursday 8 <sup>th</sup> December
All other Staff	Thursday 15 <sup>th</sup> December

**If any Termination forms for employees leaving on or before 31<sup>st</sup> December 2016 have not been submitted by the above date, please contact us by phone to advise of the leave date to avoid overpayment of salary.**

### Timesheets and Travel & Subsistence Forms

Supply Teachers – November Forms December Forms	Monday 5 <sup>th</sup> December Thursday 5 <sup>th</sup> January
Permanent Teachers – November Forms December Forms	Thursday 8 <sup>th</sup> December Tuesday 10 <sup>th</sup> January
All other Staff – November Forms December Forms	Friday 9 <sup>th</sup> December Tuesday 10 <sup>th</sup> January



## Check your payslip!

Please remember that it is **your responsibility** as an Employee to check your payslip and ensure that you are being paid what you expect. As the Payroll Office will be closed from 26<sup>th</sup> December to 3<sup>rd</sup> January we would ask you to check your payslip as soon as it is available. If you think your pay is wrong, please call or e-mail using the details above.

## Timesheets/Travel & Subsistence Claims

All Employee's who claim hours by timesheet or claim Travel & Subsistence are responsible for ensuring that they are completed correctly and that they are authorised before being sent to Payroll.

Remember, if you need help completing your timesheets please call us.

## Public Holidays

The official public holidays for The Moray Council over the festive period are as below:

**Monday 26<sup>th</sup> December 2016**

**Tuesday 27<sup>th</sup> December 2016**

**Friday 30<sup>th</sup> December 2016**

**Monday 2<sup>nd</sup> 2017**

**Tuesday 3<sup>rd</sup> 2017**

Staff who are required to work on these days will be entitled to enhanced rates of pay.

Some 7 day services have agreed with HR and Payroll to use slightly different public holidays but your Manager will have advised you if this is the case.



**The Payroll Team would like to wish you all a  
Very Merry Christmas and Happy New Year**