

DP Payroll Service- 4-weekly Payroll Schedule 2022/2023

Email Address: dppayroll@sefton.gov.uk

Telephone: 0151 288 6060

1. Week no:	2. Pay Period dates:	3. Cut-off date:	4. Pay date:
4	07/03/2022- 03/04/2022	27/03/2022	08/04/2022
8	04/04/2022- 01/05/2022	24/04/2022	06/05/2022
12	02/05/2022- 29/05/2022	22/05/2022	01/06/2022
16	30/05/2022- 26/06/2022	19/06/2022	01/07/2022
20	27/06/2022- 24/07/2022	17/07/2022	29/07/2022
24	25/07/2022- 21/08/2022	14/08/2022	26/08/2022
28	22/08/2022- 18/09/2022	11/09/2022	23/09/2022
32	19/09/2022- 16/10/2022	09/10/2022	21/10/2022
36	17/10/2022- 13/11/2022	06/11/2022	18/11/2022
40	14/11/2022- 11/12/2022	04/12/2022	16/12/2022
44	12/12/2022- 08/01/2023	01/01/2023	13/01/2023
48	09/01/2023- 05/02/2023	29/01/2023	10/02/2023
52	06/02/2023- 05/03/2023	26/02/2023	10/03/2023

Definitions:

- 1. Week no-** payroll week number relating to the pay period dates.
- 2. Pay Period dates-** start and end date for the period employees have worked.
- 3. Cut-off date-** final notification date for any adjustments to employees hours. (Any changes received after this date will be actioned on the following payroll run).
- 4. Pay Date-** the date your employees are to be paid. (Details of the NET amount to be paid can be found on the payslips which will be sent to you prior to this date).

Emailing changes to employee hours

Please don't send any changes to hours in an attachment as this wont be accepted. Emails must include; Clients name, Employers name and Employees name with the hours clearly stated.

If emailing in holiday or sick leave we require details in hours and not days, also include dates from and to.

Please see below example of how payroll require emails to be sent;

Client Name- XXXXXXXXXXXX
Employers Name- XXXXXXXXXXXX
Week number- XX

Employee Name- XXXXXXXXXXXX
Hours worked- 20 Hours
Holiday Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)
Sick Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)

Employee Name- XXXXXXXXXXXX
Hours worked- 20 Hours (cover holiday and sick leave)

Contacting Payroll

To ensure we process your employees payslips in time for their pay dates, we have limited availability to respond to general emails and telephone calls during the dates stated below;

27/03/2022- 11/04/2022
24/04/2022- 09/05/2022
22/05/2022- 06/06/2022
19/06/2022- 04/07/2022
17/07/2022- 01/08/2022
14/08/2022- 29/08/2022
11/09/2022- 26/09/2022
09/10/2022- 24/10/2022
06/11/2022- 21/11/2022
04/12/2022- 19/12/2022
01/01/2023- 16/01/2023
29/01/2023- 13/02/2023
26/02/2023- 13/03/2023

In the event of an emergency or if there is an error or query with the payslips, we will respond to you, please either contact us by email or by telephone and ask to speak to a member of the Direct Payments Team.

All other emails and phone messages will be dealt with after the payroll run has been completed, thank you for your patience and understanding.