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***MAY YOU ALL HAVE A VERY MERRY CHRISTMAS
AND A PROSPEROUS NEW YEAR***

PAYROLL INFORMATION

We have noticed in recent months that the monthly payroll information is being sent to us very late, in some cases the same day as it needs to go to the bank.

As we have a large number of clients this means we have a very stressful time trying to meet the deadlines for everyone. It would be appreciated if you would please try to send us the information as early as possible. It would also help if you could send us the new starter information during the month instead of with the payroll.

XMAS BACS DATES

Please bear in mind that the BACS Send is a 3 working day send. If you need to change the date your staff are normally paid for December please let us know in advance to enable us to record this on our Bacs control list.

Pay date Fri 19th Dec - Send date Wed 17th Dec

Pay date Mon 22nd Dec – Send date Thurs 18th Dec

Pay date Tues 23rd Dec - Send date Fri 19th Dec

Pay date Wed 24th Dec – Send date Mon 22nd Dec

Pay date Mon 29th Dec – Send date Tues 23rd Dec

Pay date Tues 30th Dec – Send date Wed 24th Dec

Pay date Wed 31st Dec – Send date Mon 29th Dec

Pay date Fri 2nd Jan – Send date Tues 30th Dec
Pay date Mon 5th Jan – Send date Wed 31st Dec
Pay date Tues 6th Jan – Send Fri 2nd Jan

XMAS LAST POSTING DATES

2ND CLASS – THURSDAY 18TH DEC

1ST CLASS – SATURDAY 20TH DEC

FAREWELL TO JEAN BIRD

Many of our clients will have had numerous conversations with Jean over the 11 years she has worked at DCS.

Jean has been very ill over recent months and sadly lost her battle against cancer on 19th November.

Our thoughts and prayers go out to all her family and friends at this sad time.



14th April 1948 to 19th November 2014

Enquiries: If there are any areas you would like to discuss further or have any queries, you can contact Rico Liverani, Managing Director or Sherree Patterson, Office Manager on 0191 5147009 we look forward to hearing from you, DCS Payroll.