

Payroll processing dates

Payroll processing information			Year: 2016			
Pay day:	1st Day of the Month (FPS)					
Month	Tax Month	Cox & Co. to receive pay data by 12pm	Processed payroll returned to client by 5:00 pm	FPS submission on/before	Employee pay date	
January	1	Mon 28/12/2015	Wed 30/12/2015	Thu 31/12/2015	Thu 31/12/2015	
February	2	Wed 27/01/2016	Fri 29/01/2016	Mon 01/02/2016	Mon 01/02/2016	
March	3	Thu 25/02/2016	Mon 29/02/2016	Tue 01/03/2016	Tue 01/03/2016	
April	4	Tue 29/03/2016	Thu 31/03/2016	Fri 01/04/2016	Fri 01/04/2016	
May	5	Tue 26/04/2016	Thu 28/04/2016	Fri 29/04/2016	Fri 29/04/2016	
June	6	Fri 27/05/2016	Tue 31/05/2016	Wed 01/06/2016	Wed 01/06/2016	
July	7	Tue 28/06/2016	Thu 30/06/2016	Fri 01/07/2016	Fri 01/07/2016	
August	8	Wed 27/07/2016	Fri 29/07/2016	Mon 01/08/2016	Mon 01/08/2016	
September	9	Fri 26/08/2016	Wed 31/08/2016	Thu 01/09/2016	Thu 01/09/2016	
October	10	Tue 27/09/2016	Thu 29/09/2016	Fri 30/09/2016	Fri 30/09/2016	
November	11	Thu 27/10/2016	Mon 31/10/2016	Tue 01/11/2016	Tue 01/11/2016	
December	12	Mon 28/11/2016	Wed 30/11/2016	Thu 01/12/2016	Thu 01/12/2016	

Note:

*** Bank holiday processing**

New Years Day	Fri 01/01/2016	Spring Bank Holiday	Mon 30/05/2016	New Years Bank Holiday	02/01/2017
Good Friday	Fri 25/03/2016	Summer Bank Holiday	Mon 29/08/2016		
Easter Monday	Mon 28/03/2016	Boxing Day	Mon 26/12/2016		
Early May	Mon 02/05/2016	Xmas bank holiday	Tue 27/12/2016		

Cox & Co. require two working day to process your payroll.

Should you wish to make particular arrangements for busy periods such as Christmas and New Year, please discuss your requirements with us at

Contact Cox & Co.

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