

## Payroll processing dates

Payroll processing information		Year: 2017				
Pay day:	25th Day of the Month (BACS cycle)					
Month		Cox & Co. to receive all pay data by 5pm	Processed payroll returned to client by 12:00 noon	Client authorisation by 12:00pm	BACS submission by 12:00pm	Employee pay date
January	1	Mon 16/01/2017	Thu 19/01/2017	Fri 20/01/2017	Mon 23/01/2017	Wed 25/01/2017
February	2	Wed 15/02/2017	Mon 20/02/2017	Tue 21/02/2017	Wed 22/02/2017	Fri 24/02/2017
March	3	Wed 15/03/2017	Mon 20/03/2017	Tue 21/03/2017	Wed 22/03/2017	Fri 24/03/2017
April	4	<b>Thu 13/04/2017</b>	Wed 19/04/2017	Thu 20/04/2017	Fri 21/04/2017	Tue 25/04/2017
May	5	Tue 16/05/2017	Fri 19/05/2017	Mon 22/05/2017	Tue 23/05/2017	Thu 25/05/2017
June	6	Wed 14/06/2017	Mon 19/06/2017	Tue 20/06/2017	Wed 21/06/2017	Fri 23/06/2017
July	7	Fri 14/07/2017	Wed 19/07/2017	Thu 20/07/2017	Fri 21/07/2017	Tue 25/07/2017
August	8	Wed 16/08/2017	Mon 21/08/2017	Tue 22/08/2017	Wed 23/08/2017	Fri 25/08/2017
September	9	Thu 14/09/2017	Tue 19/09/2017	Wed 20/09/2017	Thu 21/09/2017	Mon 25/09/2017
October	10	Mon 16/10/2017	Thu 19/10/2017	Fri 20/10/2017	Mon 23/10/2017	Wed 25/10/2017
November	11	Wed 15/11/2017	Mon 20/11/2017	Tue 21/11/2017	Wed 22/11/2017	Fri 24/11/2017
December	12	Thu 14/12/2017	Tue 19/12/2017	Wed 20/12/2017	Thu 21/12/2017	Mon 25/12/2017

Note:	* Bank holiday processing					
	New Years Bank Holiday	Mon 02/01/2017	Spring Bank Holiday	Mon 29/05/2017	New Years Day	Mon 01/01/2018
	Good Friday	Fri 14/04/2017	Summer Bank Holiday	Mon 28/08/2017		
	Easter Monday	Mon 17/04/2017	Christmas Day	Mon 25/12/2017		
	Early May	Mon 01/05/2017	Boxing Day	Tue 26/12/2017		

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 least one month prior

Contact Cox & Co.

Telephone: 0117 9323444  
[over2u@payrollsolutionsltd.co.uk](mailto:over2u@payrollsolutionsltd.co.uk)