

## Payroll processing dates

Payroll processing information		Year: 2017				
Pay day:	5th 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 26/12/2016	Thu 29/12/2016	<b>Fri 30/12/2016</b>	Tue 03/01/2017	Thu 05/01/2017	
February	2 Wed 25/01/2017	Mon 30/01/2017	Tue 31/01/2017	Wed 01/02/2017	Fri 03/02/2017	
March	3 Wed 22/02/2017	Mon 27/02/2017	Tue 28/02/2017	Wed 01/03/2017	Fri 03/03/2017	
April	4 Mon 27/03/2017	Thu 30/03/2017	Fri 31/03/2017	Mon 03/04/2017	Wed 05/04/2017	
May	5 Tue 25/04/2017	<b>Fri 28/04/2017</b>	Tue 02/05/2017	Wed 03/05/2017	Fri 05/05/2017	
June	6 Thu 25/05/2017	Tue 30/05/2017	Wed 31/05/2017	Thu 01/06/2017	Mon 05/06/2017	
July	7 Mon 26/06/2017	Thu 29/06/2017	Fri 30/06/2017	Mon 03/07/2017	Wed 05/07/2017	
August	8 Wed 26/07/2017	Mon 31/07/2017	Tue 01/08/2017	Wed 02/08/2017	Fri 04/08/2017	
September	9 Fri 25/08/2017	Wed 30/08/2017	Thu 31/08/2017	Fri 01/09/2017	Tue 05/09/2017	
October	10 Tue 26/09/2017	Fri 29/09/2017	Mon 02/10/2017	Tue 03/10/2017	Thu 05/10/2017	
November	11 Wed 25/10/2017	Mon 30/10/2017	Tue 31/10/2017	Wed 01/11/2017	Fri 03/11/2017	
December	12 Fri 24/11/2017	Wed 29/11/2017	Thu 30/11/2017	Fri 01/12/2017	Tue 05/12/2017	

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.

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