

Payroll processing dates

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

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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