

# Payroll processing dates

Payroll processing information		Year: 2020				
Pay day:	12th day of the month (BACS cycle)					
Month		Deadline for Cox & Co. to receive all pay data	Deadline for processed payroll to be returned to client	Client authorisation deadline	BACS submission deadline	Employee pay date
January	1	<b>Tue 31/12/2019</b>	Mon 06/01/2020	Tue 07/01/2020	Wed 08/01/2020	Fri 10/01/2020
February	2	Mon 03/02/2020	Thu 06/02/2020	Fri 07/02/2020	Mon 10/02/2020	Wed 12/02/2020
March	3	Tue 03/03/2020	Fri 06/03/2020	Mon 09/03/2020	Tue 10/03/2020	Thu 12/03/2020
April	4	Tue 31/03/2020	Fri 03/04/2020	Mon 06/04/2020	Tue 07/04/2020	<b>Thu 09/04/2020</b>
May	5	Thu 30/04/2020	Tue 05/05/2020	Wed 06/05/2020	<b>Thu 07/05/2020</b>	Tue 12/05/2020
June	6	<b>Wed 03/06/2020</b>	Mon 08/06/2020	Tue 09/06/2020	Wed 10/06/2020	Fri 12/06/2020
July	7	<b>Wed 01/07/2020</b>	Mon 06/07/2020	Tue 07/07/2020	Wed 08/07/2020	Fri 10/07/2020
August	8	Mon 03/08/2020	Thu 06/08/2020	Fri 07/08/2020	Mon 10/08/2020	Wed 12/08/2020
September	9	<b>Wed 02/09/2020</b>	Mon 07/09/2020	Tue 08/09/2020	Wed 09/09/2020	Fri 11/09/2020
October	10	Thu 01/10/2020	Tue 06/10/2020	Wed 07/10/2020	Thu 08/10/2020	Mon 12/10/2020
November	11	Tue 03/11/2020	Fri 06/11/2020	Mon 09/11/2020	Tue 10/11/2020	Thu 12/11/2020
December	12	<b>Wed 02/12/2020</b>	Mon 07/12/2020	Tue 08/12/2020	Wed 09/12/2020	Fri 11/12/2020

Note:	* Bank holiday processing				
New Years Day	Wed 01/01/2020	Spring Bank Holiday	Mon 25/05/2020	New Years Day	Fri 01/01/2021
Good Friday	Fri 10/04/2020	Summer Bank Holiday	Mon 31/08/2020		
Easter Monday	Mon 13/04/2020	Christmas Day	Fri 25/12/2020		
Early May	Fri 08/05/2020	Boxing Day	Mon 28/12/2020		

Cox & Co. require at least two working days 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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