

Payroll processing dates

| Payroll processing information | | | | Year: 2021 | | |
|--------------------------------|------------------------------------|--|---|-------------------------------|--------------------------|-------------------|
| Pay day: | 23rd 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 | Wed 13/01/2021 | Mon 18/01/2021 | Tue 19/01/2021 | Wed 20/01/2021 | Fri 22/01/2021 |
| February | 2 | Fri 12/02/2021 | Wed 17/02/2021 | Thu 18/02/2021 | Fri 19/02/2021 | Tue 23/02/2021 |
| March | 3 | Fri 12/03/2021 | Wed 17/03/2021 | Thu 18/03/2021 | Fri 19/03/2021 | Tue 23/03/2021 |
| April | 4 | Wed 14/04/2021 | Mon 19/04/2021 | Tue 20/04/2021 | Wed 21/04/2021 | Fri 23/04/2021 |
| May | 5 | Wed 12/05/2021 | Mon 17/05/2021 | Tue 18/05/2021 | Wed 19/05/2021 | Fri 21/05/2021 |
| June | 6 | Mon 14/06/2021 | Thu 17/06/2021 | Fri 18/06/2021 | Mon 21/06/2021 | Wed 23/06/2021 |
| July | 7 | Wed 14/07/2021 | Mon 19/07/2021 | Tue 20/07/2021 | Wed 21/07/2021 | Fri 23/07/2021 |
| August | 8 | Thu 12/08/2021 | Tue 17/08/2021 | Wed 18/08/2021 | Thu 19/08/2021 | Mon 23/08/2021 |
| September | 9 | Tue 14/09/2021 | Fri 17/09/2021 | Mon 20/09/2021 | Tue 21/09/2021 | Thu 23/09/2021 |
| October | 10 | Wed 13/10/2021 | Mon 18/10/2021 | Tue 19/10/2021 | Wed 20/10/2021 | Fri 22/10/2021 |
| November | 11 | Fri 12/11/2021 | Wed 17/11/2021 | Thu 18/11/2021 | Fri 19/11/2021 | Tue 23/11/2021 |
| December | 12 | Tue 14/12/2021 | Fri 17/12/2021 | Mon 20/12/2021 | Tue 21/12/2021 | Thu 23/12/2021 |

| Note: | * Bank holiday processing | | | | |
|-------|---------------------------|----------------|---------------------|----------------|----------------|
| | New Years Day | Fri 01/01/2021 | Spring Bank Holiday | Mon 31/05/2021 | New Years Day |
| | Good Friday | Fri 02/04/2021 | Summer Bank Holiday | Mon 30/08/2021 | Mon 03/01/2022 |
| | Easter Monday | Mon 05/04/2021 | Christmas Day | Mon 27/12/2021 | |
| | Early May | Mon 03/05/2021 | Boxing Day | Tue 28/12/2021 | |

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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Payroll consultancy

Payroll outsourcing

Automatic enrolment

