

# Payroll processing dates

Payroll processing information			Year: 2021			
Pay day:	6th 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>Wed 23/12/2020</b>	Wed 30/12/2020	<b>Thu 31/12/2020</b>	Mon 04/01/2021	Wed 06/01/2021
February	2	Wed 27/01/2021	Mon 01/02/2021	Tue 02/02/2021	Wed 03/02/2021	Fri 05/02/2021
March	3	Wed 24/02/2021	Mon 01/03/2021	Tue 02/03/2021	Wed 03/03/2021	Fri 05/03/2021
April	4	Wed 24/03/2021	Mon 29/03/2021	Tue 30/03/2021	<b>Wed 31/03/2021</b>	Tue 06/04/2021
May	5	Mon 26/04/2021	Thu 29/04/2021	<b>Fri 30/04/2021</b>	Tue 04/05/2021	Thu 06/05/2021
June	6	Tue 25/05/2021	<b>Fri 28/05/2021</b>	Tue 01/06/2021	Wed 02/06/2021	Fri 04/06/2021
July	7	Fri 25/06/2021	Wed 30/06/2021	Thu 01/07/2021	Fri 02/07/2021	Tue 06/07/2021
August	8	Wed 28/07/2021	Mon 02/08/2021	Tue 03/08/2021	Wed 04/08/2021	Fri 06/08/2021
September	9	<b>Wed 25/08/2021</b>	Tue 31/08/2021	Wed 01/09/2021	Thu 02/09/2021	Mon 06/09/2021
October	10	Mon 27/09/2021	Thu 30/09/2021	Fri 01/10/2021	Mon 04/10/2021	Wed 06/10/2021
November	11	Wed 27/10/2021	Mon 01/11/2021	Tue 02/11/2021	Wed 03/11/2021	Fri 05/11/2021
December	12	<b>Thu 23/12/2021</b>	Tue 30/11/2021	Wed 01/12/2021	Thu 02/12/2021	Mon 06/12/2021

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.

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

Payroll consultancy

Payroll outsourcing

Automatic enrolment

