

# Payroll processing dates

Payroll processing information		Year: 2021			
Pay day:	7th Day of the month (FPS)				
Month		Deadline for Cox & Co. to receive all pay data	Deadline for processed payroll to be returned to client	FPS submission on/before	Employee pay date
January	1	Mon 04/01/2021	Wed 06/01/2021	Thu 07/01/2021	Thu 07/01/2021
February	2	Tue 02/02/2021	Thu 04/02/2021	Fri 05/02/2021	Fri 05/02/2021
March	3	Tue 02/03/2021	Thu 04/03/2021	Fri 05/03/2021	Fri 05/03/2021
April	4	<b>Wed 31/03/2021</b>	Tue 06/04/2021	Wed 07/04/2021	Wed 07/04/2021
May	5	Tue 04/05/2021	Thu 06/05/2021	Fri 07/05/2021	Fri 07/05/2021
June	6	Wed 02/06/2021	Fri 04/06/2021	Mon 07/06/2021	Mon 07/06/2021
July	7	Fri 02/07/2021	Tue 06/07/2021	Wed 07/07/2021	Wed 07/07/2021
August	8	Tue 03/08/2021	Thu 05/08/2021	Fri 06/08/2021	Fri 06/08/2021
September	9	Thu 02/09/2021	Mon 06/09/2021	Tue 07/09/2021	Tue 07/09/2021
October	10	Mon 04/10/2021	Wed 06/10/2021	Thu 07/10/2021	Thu 07/10/2021
November	11	Tue 02/11/2021	Thu 04/11/2021	Fri 05/11/2021	Fri 05/11/2021
December	12	Thu 02/12/2021	Mon 06/12/2021	Tue 07/12/2021	Tue 07/12/2021

Note:	* Bank holiday processing					
	New Years Day	Fri 01/01/2021	Spring Bank Holiday	Mon 31/05/2021	New Years Day	Mon 03/01/2022
	Good Friday	Fri 02/04/2021	Summer Bank Holiday	Mon 30/08/2021		
	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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