

Core brief

Introduction

This issue brings you the Christmas and New Year pay dates and reminds staff about the change to authorisation of Eagle Courier authorisation codes.

Christmas and New Year Pay Arrangements

Monthly Paid Staff

Staff should note that the December monthly pay date has been brought forward to **Thursday 19 December 2019**.

The January monthly pay date has also been brought forward to **Thursday 23 January 2020** so that staff are not waiting six weeks between pays.

Given the earlier payroll closures associated with this pay date, please note the following revised submission dates for monthly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
9	Tuesday 31 December	Monday 2 December	By 5pm on Thursday 12 December	By 5pm on Monday 2 December	By 5pm on Tuesday 3 December	By 5pm on Friday 6 December
10	Friday 31 January	Monday 6 January	By 5pm on Thursday 16 January	By 5pm on Monday 6 January	By 5pm on Tuesday 7 January	By 5pm on Friday 10 January

Weekly Paid Staff

Staff should note that weekly paid staff will be paid three weekly wages on Friday 20 December 2019, and then paid for the first time in January on Friday 10 January 2020.

Given the earlier payroll closures associated with these dates, please note the following revised submission dates for weekly paid staff:

Month	Period ending	Paper Expenses	On Line eExpenses	SSTS Absences	SSTS Hours	eESS New Starts, Changes & Terminations
37	Sun 15	Friday 13 December	By 5pm on Tuesday 17 December	By 1pm on Monday 16 December	By 1pm on Monday 16 December	By 5pm on Friday 13 December
38	Dec					
39	Sun 22 Dec Sun 29 Dec					

To make sure that staff are paid correctly, please ensure that all Payroll, Expenses, SSTS and eESS information is submitted and authorised timeously over this busy period.

Please also note that if multiple months of paper expense claims are submitted in December, then only the current month can be paid due to the earlier payroll closures.

Changes to Eagle Courier Authorisation Codes from 25 November

New Eagle Courier authorisation codes have been issued and you will no longer be able to book Eagle Courier using the existing codes from 25 November. Managers and Heads of Finance will receive monthly reports showing usage.

We would like to thank everyone who took time to consider how and who needs to use couriers. If you have a requirement to use a courier a summary business case now needs to be completed and authorised by your Director or Chief Officer – [click here](#).

We are currently investigating the use of Polar Speed Courier this courier can still be arranged using existing authorisation codes in line with the protocol for [ordering and use of taxis and couriers](#) until further notice.

Are your contact details up-to-date? [Click here](#) to check