**Important Payroll Information Reminder**

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**Festive Pay Arrangements**

**West of Scotland Regional, NHSGGC Medical Staff Bank**

This briefing note contains important information regarding changes to the payroll cut off dates for the authorising of Medical Staff Bank shifts on the BankStaff system, and payment dates over the Christmas and New Year period for 2020/21.

**Changes to Medical Bank Shift Pay Arrangements**

|  |  |  |
| --- | --- | --- |
| Date Shift Worked  | Timesheets ***MUST*** be authorised/finalised by: | Date Paid |
| Fri 11th Dec – Wed 16th Dec 20 | **0900** on **Thursday 17th Dec 20** | Thursday24th Dec 20 |
| Thurs 17th Dec - Mon 21st Dec 20 | **0900** on **Tuesday 22nd Dec 20** | Thursday31st Dec 20 |
| Tues 22nd Dec – Mon 28th Dec 20  | **0900** on **Tuesday 29th Dec 20** | Friday8th Jan 21 |

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