

1. The client will provide Headcount with the above information at least two and a half working days prior to the BACS processing date for Monthly paid employees and one day prior to the BACS processing day for Weekly other pay frequencies. (See tables below)

Monthly Payroll Cycle with BACS					
Time	23 rd July Monday	24 th July Tuesday	25 th July Wednesday	26 th July Thursday	27 th July Friday
09.00am	Latest time for receipt of payroll details	Payroll processing day		Client in receipt of completed payroll	Money into employee accounts
13.00pm			Client agreed payroll figures		
14.00pm					
17.30pm			Payroll returned and BACS sent		
				BACS Processing day	

Weekly or Two Weekly Payroll Cycle with BACS					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.00am			Client in receipt of completed payroll	Money into employee accounts	
13.00pm					
14.00pm	Latest time for receipt of payroll details	Payroll returned			
17.30pm		Client agreed payroll figures Payroll and BACS sent			
			BACS Processing day		