



## **Christmas and New Year Period**

During this period our deadlines will change to fit in with our Christmas and New Year operating hours.

## **Payroll**

To ensure that your employees are paid on time during the Christmas and New Year period, please refer to your Dates List. If you do not have a copy of your Dates List then please contact us. Any timesheets that are received late will be processed in the following pay period.

## **Invoices and Service Users Expenses**

Invoices and claim forms need to reach us by 4.30pm on Wednesday 28th December 2016 for payment on the 6th January 2017. Any invoices or expenses received late will be processed for payment on 13th January 2017.

## **Queries**

All information can be found on our website – [www.equallives.org.uk](http://www.equallives.org.uk)  
Email – [timesheets@equallives.org.uk](mailto:timesheets@equallives.org.uk) / Telephone – 01508 491222



## Helpful Hints

To enable our Payroll and Finance Teams to operate efficiently and effectively, it would be very helpful if the following guidelines were followed:

### Payroll

Please ensure that your name is clearly printed in the 'Employer' section of the timesheet and your PA's name is clearly printed in the 'Employee' section.

Please make sure that you are using the correct claim form for your PA expenses. Did you know that you can simply use the 'other' box on the timesheet for your PA's expenses rather than use a separate form?

It would also be helpful for us if you could complete the 4 week totals for each column on the timesheet.

### Invoices and Service Users Expenses

Please ensure that your service provider's invoices include the following:

- Name, address and bank details of the service provider.
- Invoice total.
- Your name and address.

Please make sure that you are using the correct claim form for your expenses.

Claim forms, timesheets and dates lists can be downloaded from our website or you can call or email us to request these.

**Thank you very much from the Payroll and Finance Team**

**Email: [timesheets@equallives.org.uk](mailto:timesheets@equallives.org.uk)**

**Website: [www.equallives.org.uk](http://www.equallives.org.uk)**

