

# Payroll Services Dept

BWCCG

Princes House, Level 2,  
73A London Road, Reading, Berks RG1 5UZ

Please find attached a schedule of dates affecting employees pay to 31 March 2022

I would be grateful if you would ensure that this notice is given the widest possible circulation.

## DATES AFFECTING EMPLOYEES PAY FOR THE PERIOD TO 31 MARCH 2022

MONTH	<b><u>LAST DATE FOR RECEIPT OF DATA FOR MONTHLY PAY</u></b>	<b><u>LAST DATE for Approval of E-Expenses</u></b>	Monthly PAY DAY
<b><u>2021</u></b>			
<b>March</b>	<b>5<sup>th</sup> Mar 21 - Fri</b>	<b>8<sup>th</sup> March - Mon</b>	<b>25 Mar 21 - Thu</b>
<b>April</b>	<b>9 Apr 21- Fri</b>	<b>12<sup>th</sup> April - Mon</b>	<b>29 Apr 21 - Thu</b>
<b>May</b>	<b>7 May 21-Fri</b>	<b>10<sup>th</sup> May - Mon</b>	<b>27 May 21 - Thu</b>
<b>June</b>	<b>4 Jun 21-Fri</b>	<b>7<sup>th</sup> June - Mon</b>	<b>24 Jun 21 - Thu</b>
<b>July</b>	<b>9Jul 21-Fri</b>	<b>12<sup>th</sup> July - Mon</b>	<b>29 Jul 21 - Thu</b>
<b>August</b>	<b>6 Aug 21-Fri</b>	<b>9<sup>th</sup> Aug - Mon</b>	<b>26 Aug 21- Thu</b>
<b>September</b>	<b>10 Sep 21-Fri</b>	<b>13<sup>th</sup> Sept - Mon</b>	<b>30 Sep 21 - Thu</b>
<b>October</b>	<b>8 Oct 21-Fri</b>	<b>11<sup>th</sup> Oct - Mon</b>	<b>28 Oct 21 - Thu</b>
<b>November</b>	<b>5 Nov 21-Fri</b>	<b>8<sup>th</sup> Nov - Mon</b>	<b>25 Nov 21 - Thu</b>
<b>December</b>	<b>3 Dec 21-Fri</b>	<b>6<sup>th</sup> Dec - Mon</b>	<b>23 Dec 21 – Thu</b>
<b><u>2022</u></b>			
<b>January</b>	<b>7 Jan 22-Fri</b>	<b>10<sup>th</sup> Jan - Mon</b>	<b>27 Jan 22 - Thu</b>
<b>February</b>	<b>4 Feb 22-Fri</b>	<b>7<sup>th</sup> Feb - Mon</b>	<b>24 Feb 22 - Thu</b>
<b>March</b>	<b>11 Mar 22-Fri</b>	<b>14<sup>th</sup> March - Mon</b>	<b>31 Mar 22 - Thu</b>

Please don't hesitate to contact me on 0118 3226666 if you have any queries regarding these dates

D Gatward  
Head of Payroll Services

Feb 2021