

Topics

1. New NMW Rates from October 2012
2. Xmas Payrolls

NEW NMW RATES FROM OCTOBER 2012

As from 1st October the new minimum pay rates are as follows:

21 and over £6.19
18 to 20 £4.98
16 to 17 £3.68

Apprentices under 19 years £2.65
Apprentices over 19 but in 1st year £2.65

These rate changes should come into effect the first full pay run after 1st of October; the regulations do not require you to split your payroll between old and new rates.

You must notify us of any changes to your employees' rates as we do not automatically change the rates. If there are a lot of changes it would be helpful if you could forward these to us prior to the normal pay run date.

CHRISTMAS PAYROLLS 2012

We know it seems like a long way off, but here at DCS we like to be prepared and make sure the holiday season runs smoothly with as little stress as possible for both our clients and our staff. There are after all only 108 days to go. <http://www.xmasclock.com/>

The plan of action is that we have all hands to the pump the week beginning 17th December which means all our Part Time staff will kindly be putting in extra hours to ensure your payrolls are processed in good time. Our opening times are as follows:

Mon. 24th Dec. - Open but closing early afternoon.
Tues. 24th Dec. – Fri. 28th Dec. - Office is closed.

Mon. 31st Dec. - Open but closing early afternoon
Tues. 1st Jan. - Office is closed.
Wed. 2nd Jan. - Office re-opens as normal

Monthly/4 weekly/Fortnightly payrolls – We would appreciate it if you could arrange to forward us the wage information between the dates of Wednesday 12th Dec. and Tuesday 18th Dec

Weekly Payrolls – We would appreciate it if you could forward to us 3 weeks payroll information the week beginning 17th Dec. if possible.

If your payroll needs are such that you are unable to fit in with the above arrangements then please contact Sherree on 0191 5147009 to make alternative arrangements.

There are of course changes to the banking dates and as it is a 3 working day send we need to allow for this. Please see below:

Pay date Fri. 21st – send Wed. 19th as normal

Pay date Mon. 24th – send Thurs. 20th

Tues. 25th and Wed. 26th - NO PAYMENTS

Pay date Thurs. 27th – send Fri. 21st

Pay date Fri 28th – send Mon. 24th

Pay date Mon. 31st – send would be Thurs 27th but the office is closed so we will send Mon. 24th with a forward date.

Tues. 1st Jan – NO PAYMENTS

Pay date Wed. 2nd Jan. – send would be Fri. 28th but the office is closed so we will send Mon. 24th with a forward date.

Pay date Thurs 3rd Jan. – send Mon. 31ST Dec.

Pay date Fri. 4th Jan. – send Wed. 2nd Jan. as normal

We will of course forward a reminder early November.

Enquiries: If there are any areas you would like to discuss further or have any queries, you can contact Rico Liverani, Managing Director or Sherree Patterson, Office Manager on 0191 5147009 we look forward to hearing from you, DCS Payroll.