RGS Cleaning Ltd
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Pay Dates 2023 / 2024

TAX MONTH	MONTH	START OF MONTH	END OF MONTH	QUERIES IN BY THIS DATE FOR FIRST PAYMENT TO BE CORRECT QUERIES RECEIVED AFTER MAY GO ON THE FOLLOWING MONTH	MONEY IN BANK - Wage Slip Dated	NO. of weeks
1	April	Sun 26/03/2023	Sat 29/04/2023	Wed 03/05/2023	Fri 05/05/2023	5
2	May	Sun 30/04/2023	Sat 27/05/2023	Wed 31/05/2023	Fri 02/06/2023	4
3	June	Sun 28/05/2023	Sat 24/06/2023	Wed 28/06/2023	Fri 30/06/2023	4
4	July	Sun 25/06/2023	Sat 29/07/2023	Wed 02/08/2023	Fri 04/08/2023	5
5	August	Sun 30/07/2023	Sat 26/08/2023	Wed 30/08/2023	Fri 01/09/2023	4
6	September	Sun 27/08/2023	Sat 30/09/2023	Wed 04/10/2023	Fri 06/10/2023	5
7	October	Sun 01/10/2023	Sat 28/10/2023	Wed 01/11/2023	Fri 03/11/2023	4
8	November	Sun 29/10/2023	Sat 25/11/2023	Wed 29/11/2023	Fri 01/12/2023	4
9	December	Sun 26/11/2023	Sat 30/12/2023	Wed 03/01/2024	Fri 05/01/2024	5
10	January	Sun 31/12/2023	Sat 27/01/2024	Wed 31/01/2024	Fri 02/02/2024	4
11	February	Sun 28/01/2024	Sat 24/02/2024	Wed 28/02/2024	Fri 01/03/2024	4
12	March	Sun 25/02/2024	Sat 30/03/2024	Wed 03/04/2024	Fri 05/04/2024	5

Due to RTI (real time information) we are no longer able to make amendments to wages after the Wednesday before your wages are paid.

Any amendments required after you have received your wage and will have to go on to the following month. If this affects your benefits in any way we are happy to provide you with written confirmation.

We apologise for this change though this is out of our control and is an instruction from the DWP.

WHERE THE "MONEY IN THE BANK IS STATED AS 6TH, YOUR PAYSLIP WILL STATE 5TH.

DO NOT RING THE OFFICE TO ASK WHEN YOUR WAGES ARE DUE OR HOW MUCH YOU HAVE GOT TO COME. THIS TAKES VALUABLE TIME WHEN WE ARE TRYING TO PROCESS YOUR WAGES.

If your wages are incorrect, please reply to the "DRAFT" payslip email, detailing why you believe you've been underpaid.

Alternatively, if you do not have email ring the **wage line** ONLY on **0114 263 0303 select PAYROLL then "REGISTER WAGE QUERIES"**. *Email is given priority over phone messages.*

It is an answer service. Please leave a message with your name, employee number and the number of hours you believe you are missing ONLY. We deal with all these queries as fast as possible will contact you if there is a problem. Wages are only open Monday, Tuesday, Wednesday and Payday.

NO ONE CAN BE PAID EARLY.

YOU MUST PROVIDE US WITH AN EMAIL ADDRESS TO RECEIVE A PAYSLIP ON-TIME. IF YOU DO NOT PROVIDE AN EMAIL ADDRESS, THEN YOU MUST REQUEST TO RECEIVE YOUR PAYSLIP TO BE DELIVERED WHEN WE ARE ABLE TO DO SO OR PAY FOR POSTAGE, which if you agree will be deducted from your wage