Pay Dates 2024 / 2025

RGS Cleaning Ltd
The Cleaning Company

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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	MONTH IN BANK - Wage Slip Dated	NO. of weeks
1	April	Sun 31/03/2024	Sat 27/04/2024	Wed 01/05/2024	Fri 03/05/2024	4
2	May	Sun 28/04/2024	Sat 25/05/2024	Wed 29/05/2024	Fri 31/05/2024	4
3	June	Sun 26/05/2024	Sat 29/06/2024	Wed 03/07/2024	Fri 05/07/2024	5
4	July	Sun 30/06/2024	Sat 27/07/2024	Wed 31/07/2024	Fri 02/08/2024	4
5	August	Sun 28/07/2024	Sat 31/08/2024	Wed 04/09/2024	Fri 06/09/2024	5
6	September	Sun 01/09/2024	Sat 28/09/2024	Wed 02/10/2024	Fri 04/10/2024	4
7	October	Sun 29/09/2024	Sat 26/10/2024	Wed 30/10/2024	Fri 01/11/2024	4
8	November	Sun 27/10/2024	Sat 30/11/2024	Wed 04/12/2024	Fri 06/12/2024	5
9	December	Sun 01/12/2024	Sat 28/12/2024	Wed 01/01/2025	Fri 03/01/2025	4
10	January	Sun 29/12/2024	Sat 25/01/2025	Wed 29/01/2025	Fri 31/01/2025	4
11	February	Sun 26/01/2025	Sat 22/02/2025	Wed 26/02/2025	Fri 28/02/2025	4
12	March	Sun 23/02/2025	Sat 29/03/2025	Wed 02/04/2025	Fri 04/04/2025	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 or email payroll@rgscleaningltd.co.uk

We deal with all these queries as fast as possible and 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

TO LEAVE MESSAGES ON STAFFCHECK REGARDING ISSUES TO DO WITH CLOCKING IN OR OUT, DIAL (9) 01142 308 090, ENTER YOUR EMPLOYEE PIN, ENTER YOUR JOB PIN AND WHEN THE SYSTEM STARTS READING OUT THE MENU, PRESS 6. LEAVE YOUR MESSAGE AND PRESS THE # KEY WHEN FINISHED TO GO BACK TO THE START OF THE MAIN MENU AND THEN CLOCK IN OR OUT. If ever asked to press the £ sign, this means press the # key. DO NOT CLOCK ANYONE ELSE IN OR OUT AND DO NOT GIVE YOUR PIN NUMBER TO ANYONE ELSE. ONLY YOU SHOULD KNOW AND USE THIS.

If you have heard a notice before on the system and wish to skip it, press 9.

ONCE PER WEEK, PLEASE SET ASIDE 10 MINUTES TO CLEAN OUT YOUR CLEANING STORE.

CLEAN DOWN YOUR VAC AND OTHER EQUIPMENT.

Remove the dust filter from the vacuum and brush this into a bin using a hand brush to prevent the filter getting clogged and the vacuum overheating.

Check the wire for damage and store neat and tidy. If you notice that the PAT test date on the green sticker is missing or out of date, call the office to report this or leave a message on STAFFCHECK.

CLEAN TOILET BRUSHES.
THE BASE OF A TOILET BRUSH SHOULD NEVER BE FILLED WITH WATER

TO DO THIS, FILL YOUR RED MOP BUCKET WITH WASHROOM CLEANER, WARM WATER AND PLACE THE TOILET BRUSH AND HOLDER INSIDE. SCRUB THIS AGAINST EACH OTHER. DRAIN AND PUT BACK THE CLEAM BRUSH AND HOLDER.

Always remember that when you are at work you are a representative of RGS Cleaning Ltd. You are our employee and our responsibility. You are responsible for showing the company in the best light. If you are ever approached by the customer with any instructions or requests, make sure to inform your contracts manager or ask them to speak to your manager directly. We are responsible for managing you and we cannot do that if we do not have all of the information.

SECURITY

Always keep keys, codes and other information confidential. DO NOT allow anyone access to a site unless specifically told to do so by the customer or RGS Cleaning Ltd management. If in doubt, ask someone to identify themselves and why they should be in the premises. NO ONE will ever be upset with you for challenging someone at work, they'd be more upset if you didn't and someone that wasn't supposed to be in a premises gain entry.