

Payroll Deadlines – December 2021

As in previous years, Christmas pay for monthly paid staff, is going to be processed a week early to enable you to enjoy all the festivities on offer across the Isle of Man. This year the pay date will be **Friday 17th December 2021**.

To make sure that you receive all the pay you are expecting on that date please ensure that for:

Paper (E-mail) Submissions - **ALL summary sheets, individual timesheets/claim forms and overtime claims** are submitted to the OHR Payroll Office **by close of business on Wednesday 24th November 2021**.

Any enhanced duties for contracted hours may be entered up to the end of the normal time sheet period, however overtime can only be claimed after it has been worked. Therefore no planned overtime should be claimed in advance, this should be claimed the following month on a separate time sheet.

Please e-mail all documentation to payroll@gov.im, by the above deadline.

PiP Submissions – **ALL mileage and expense claims made through PiP** must be authorised for payment, by your line manager **by close of business on Wednesday 1st December 2021**.

There can be no guarantee that claims received after these dates will be paid in the December pay.

For Managers

All contract changes including any change of hours, leavers and transfers **effective in December** please ensure that you have made the necessary changes through your Manager Self Service access in **PiP by close of business on Monday 6th December 2021**. If you need any assistance please contact OHR Changes Team on 694303.

Also please try to ensure that any sickness records are fully up to date, to the best of your knowledge, by the same date.

Thank you for your assistance and if you have any queries for Payroll please do not hesitate to contact us on payroll@gov.im or 685595.

OHR Payroll Team