

## PAYROLL SCHEDULE FOR 2012

	Month to Sun	Mon/Tues*	Wed	Fri/Tues*
Month Worked	Last billable Day of month	All timesheets and invoices received by VANTAGE by 12pm	BACS payroll processed by VANTAGE	BACS Payroll credited to your nominated account
January	29 – JAN – 12	30 – JAN - 12	01 – FEB – 12	03 – FEB - 12
February	26 – FEB – 12	27 – FEB – 12	29 – FEB – 12	02 – MAR – 12
March	01 -APR - 12	02 – APR – 12	04 – APR – 12	*10 – APR - 12
April	29 – APR – 12	30 – APR – 12	02 – MAY – 12	04 – MAY – 12
May	27 – MAY – 12	28 – MAY – 12	30 – MAY – 12	01 – JUN - 12
June	01 – JUL – 12	02 – JUL – 12	04 – JUL – 12	06 – JUL - 12
July	29 – JUL – 12	30 – JUL – 12	01 – AUG – 12	03 – AUG – 12
August	02 – SEPT - 12	03 – SEPT – 12	05 – SEPT - 12	07 – SEPT – 12
September	30 – SEPT – 12	01 – OCT – 12	03 – OCT – 12	05 – OCT – 12
October	28 – OCT – 12	29 – OCT – 12	31 – OCT – 12	02 – NOV – 12
November	02 – DEC - 12	03 – DEC – 12	05 – DEC – 12	07 – DEC - 12
December	30 – DEC – 12	31 – DEC – 12	02 – JAN – 13	04 – JAN - 13

\*Dates affected due to Bank Holidays

**N.B:** Please help us to help you by sending in timesheets on a weekly basis, rather than accumulating them to send at the end of each month. This will ensure that any errors are resolved in advance of the payment date.

**\*\*Timesheets and validated invoices NOT received by the time and dates specified in RED WILL NOT be included in the following days BACS payroll.**