



## **CHRISTMAS & NEW YEAR OPENING HOURS AND TIMESHEET DEADLINES**

### **DECEMBER 2022**

During the Christmas & New Year holiday period, this office will **close at 1p.m. on Friday 23<sup>rd</sup> December 2022** and will **re-open fully at 8.30am on Tuesday 3<sup>rd</sup> January 2023**.

There will be a telephone voicemail service available during the period we are closed which will be checked periodically.

Please make sure that we receive all timesheets on time as follows preferably by hand or email (accounts@bamfordcs.co.uk) so wages can be processed without delay. Any problems please call us on 01706 860070. **Unfortunately, we will be unable to process late timesheets until after the holiday period.**

**Wages for Week Ending 18<sup>th</sup> December will be paid on Friday 23<sup>rd</sup> December  
Timesheet deadline is 10 a.m. Wednesday 21<sup>st</sup> December.**

**Wages for Week Ending 25<sup>th</sup> December will be paid on Friday 30<sup>th</sup> December 2022. But in order to guarantee payment, we will be processing these timesheets on Friday 23<sup>rd</sup> December, so the  
Timesheet Deadline is  
Friday 23<sup>rd</sup> at 10 a.m.**

#### **Please Note:**

Payslips will be emailed on Wednesday 21<sup>st</sup> December and Friday 23<sup>rd</sup> December.

### **CHRISTMAS & NEW YEAR OFFICE HOURS 2022**

MONDAY	DEC 19	8.30AM – 5.00PM	
TUESDAY	DEC 20	8.30AM – 5.00PM	
WEDNESDAY	DEC 21	8.30AM – 5.00PM	<b>Timesheet Deadline W/E 18/12/22 11 a.m.</b>
THURSDAY	DEC 22	8.30AM – 5.00PM	
FRIDAY	DEC 23	8.30AM – 1.00PM	<b>Timesheet Deadline W/E 25/12/22 10 a.m. Payment for W/E 18.12.22</b>

MONDAY	DEC 26	CLOSED BANK HOLIDAY	
TUESDAY	DEC 27	CLOSED BANK HOLIDAY	
WEDNESDAY	DEC 28	CLOSED	
THURSDAY	DEC 29	CLOSED	
FRIDAY	DEC 30	CLOSED	<b>Payment for W/E 25.12.22</b>
MONDAY	JAN 02	CLOSED BANK HOLIDAY	

**“We’d like to take this opportunity to thank you for working with Bamfords and we wish you and your family a very Merry Christmas and a Happy New Year”.**