



Huntress

Aldwych House  
71-91 Aldwych  
London  
WC2B 4HN

Dear All

**Re: December and New Year Holiday Period**

Due to the forthcoming Bank Holidays over the Christmas and New Year period, Huntress Group Payroll Department must process payroll earlier than normal in order to allow banks sufficient time to process payments and to ensure that you are paid on time.

The following payroll timetable will apply:

*(NB Please bear in mind that our processing times will be very tight due to bank closures etc, therefore we have very strict deadlines, which will need to be adhered to, in order to ensure that you are paid on time.)*

**Week ending 20th December 2020**

All timesheets for week ending 20/12/20 are ordinarily due to be paid into your accounts on Friday 25th December 2020. Due to the bank holiday on 25th December 2020, the money will be paid into your bank accounts on Thursday 24th December 2020. Please ensure that your timesheets are authorised online, no later than **12.00pm on Monday 21st December 2020**. All timesheets received after this time will be processed the following week.

**Week ending 27th December 2020**

All timesheets for week ending 27/12/2020 are ordinarily due to be paid into your accounts on Friday 1st January 2021. Due to the bank holiday on 1st January 2021, the money will be paid into your bank accounts on Thursday 31st December 2020. Please ensure that your timesheets are authorised online, no later than **14.00pm on Wednesday 23rd December 2020**. All timesheets received after this time will be processed the following week

If you have any queries the Payroll team can be contacted on 020 7759 3272. Alternatively, you can contact us via email at [huntress.payroll@huntress.co.uk](mailto:huntress.payroll@huntress.co.uk)

Wishing all of you a Happy New Year and for those celebrating Christmas over this period, a very Merry Christmas.

Yours sincerely

**Mendis Brown**  
Payroll Manager