



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 bank's 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 23rd December 2018**

All timesheets for week ending 23/12/18 will be paid into your bank accounts on Friday 28th December 2018. Please ensure that your timesheets are authorised online, no later than **10.00am on Friday 21st December 2018**. All timesheets received after this time will be processed the following week.

**Week ending 30th December 2018**

All timesheets for week ending 30/12/2018 will be paid into your bank accounts on Friday 4th January 2019. Please ensure that your timesheets are authorised online, no later than **10.00am on Monday 31st December 2018**. 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