


UN2973 1 of 1 10 December 20	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Weekly Payroll Output Weeks 38 and 39	
<b>Purpose</b>	To provide information to Users who have weekly payrolls	
<b>Intended Audience</b>	ESR Payroll Managers & Payroll providers	

## SUBJECT

Delivery of Weekly Pay Advices and P45s for weeks 38 and 39.

## DETAIL

The Courier Company contracted by OPUS (the ESR print provider), has given formal notice that their final collection time for all ESR payroll outputs will be 2pm on both the 24<sup>th</sup> and 31<sup>st</sup> December 2020.

## ACTION REQUIRED

Organisations who are processing payroll on Thursday 24<sup>th</sup> December, and who require their Pay Advices to be delivered on Tuesday 29<sup>th</sup> December are asked to ensure that the Pay Advice Process is submitted to complete by 11am.

Pay Advices submitted after 11am on the 24<sup>th</sup> will be delivered on Wednesday 30<sup>th</sup> December 2020.

Those processing payroll on Thursday 31<sup>st</sup> December, and who require their Pay Advices to be delivered by Monday 4<sup>th</sup> January 2021, are asked to ensure that the Pay Advice Process is submitted by 11am.

Pay Advices submitted after 11am on the 31<sup>st</sup> will be delivered on Tuesday 5<sup>th</sup> January 2021.

## FURTHER INFORMATION

None.

## NEXT UPDATE

No further update is required.