

## PHB Payroll Service- 4-weekly Payroll Schedule 2023/2024

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1. Week no:	2. Pay Period dates:	3. Cut-off date:	4. Pay date:
4	06/03/2023- 02/04/2023	26/03/2023	06/04/2023*
8	03/04/2023- 30/04/2023	23/04/2023	05/05/2023
12	01/05/2023- 28/05/2023	21/05/2023	02/06/2023
16	29/05/2023- 25/06/2023	18/06/2023	30/06/2023
20	26/06/2023- 23/07/2023	16/07/2023	28/07/2023
24	24/07/2023- 20/08/2023	13/08/2023	25/08/2023
28	21/08/2023- 17/09/2023	10/09/2023	22/09/2023
32	18/09/2023- 15/10/2023	08/10/2023	20/10/2023
36	16/10/2023- 12/11/2023	05/11/2023	17/11/2023
40	13/11/2023- 10/12/2023	03/12/2023	15/12/2023
44	11/12/2023- 07/01/2024	31/12/2023	12/01/2024
48	08/01/2024- 04/02/2024	28/01/2024	09/02/2024
52	05/02/2024- 03/03/2024	25/02/2024	08/03/2024

\*Pay date day early due to Bank Holiday (07/04/2023)

### Definitions:

- 1. Week no-** payroll week number relating to the pay period dates.
- 2. Pay Period dates-** start and end date for the period employees have worked.
- 3. Cut-off date-** final notification date for any adjustments to employees hours. (Any changes received after this date will be actioned on the following payroll run).
- 4. Pay Date-** the date your employees are to be paid. (Details of the NET amount to be paid can be found on the payslips which will be sent to you prior to this date).

## Emailing changes to employee hours

Please don't send any changes to hours in an attachment as this won't be accepted. Emails must include; Clients name, Employers name and Employees name with the hours clearly stated.

If emailing in holiday or sick leave we require details in hours and not days, also include dates from and to.

Please see below example of how payroll require emails to be sent;

Client Name- XXXXXXXXXXXX

Employers Name- XXXXXXXXXXXX

Week number- XX

Employee Name- XXXXXXXXXXXX

Hours worked- 20 Hours

Holiday Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)

Sick Hours- 10 Hours (from XX/XX/XXXX - XX/XX/XXXX)

Employee Name- XXXXXXXXXXXX

Hours worked- 20 Hours (cover holiday and sick leave)

## Contacting Payroll

To ensure we process your employees payslips in time for their pay dates, we have limited availability to respond to general emails and telephone calls during the dates stated below;

26/03/2023- 10/04/2023

23/04/2023- 08/05/2023

21/05/2023- 05/06/2023

18/06/2023- 03/07/2023

16/07/2023- 31/07/2023

13/08/2023- 28/08/2023

10/09/2023- 25/09/2023

08/10/2023- 23/10/2023

05/11/2023- 20/11/2023

03/12/2023- 18/12/2023

31/12/2023- 15/01/2024

28/01/2024- 12/02/2024

25/02/2024- 11/03/2024

In the event of an emergency or if there is an error or query with the payslips, we will respond to you, please either contact us by email or by telephone and ask to speak to a member of the Personal Health Budget Team.

All other emails and phone messages will be dealt with after the payroll run has been completed, thank you for your patience and understanding.