

MHR MONTHLY SALARY RUN DATES FOR 2015/2016

Reminder:

All monthly pay run input must reach MHR Pay Office on or before the cut-off date. Any input received after the cut-off will only be processed the following month.

All monthly pay schedule documents will be e-mailed to the relevant line manager for approval as per date below. The authorised pay schedule document must reach the Pay Office on or before the final cut-off date.

NO EXTENSION WILL BE GRANTED FOR LATE INPUT AND UNAUTHORISED PAY SCHEDULES.

Month	Date Input to be received by Pay Office	Date Pay Office Prepare and E-mail Payment Schedule	Date Pay Office receive final approved Payment Schedule	Date Monthly payment 27 th	Date Monthly payments 30 th /31 st
November 2015	16	20	24	27	28
December 2015	11	14	18	24	31
January 2016	15	20	22	27	30
February 2016	15	19	23	27	27
March 2016	15	22	24	26	31
April 2016	15	20	22	28	30
May 2016	16	20	24	27	31
June 2016	15	20	23	25	30
July 2016	15	20	22	27	30
August 2016	15	19	24	27	31
September 2016	15	20	23	27	30
October 2016	14	20	25	27	29
November 2016	15	21	24	26	30
December 2016	12	13	15	24	31