

CHRISTMAS 2022 PAYROLL DEADLINES

With the Christmas period fast approaching please find below our payroll deadlines to ensure that you are paid as early as possible.

Week Ending 18th December 2022

Approved timesheets **MUST** be received at Optima by 12pm on Tuesday 20th December 2022.

All operatives will then be paid (cleared funds) on Friday 23rd December 2022.

Week Ending 25th December 2022

Approved timesheets **MUST** be received at Optima by 10am of Friday 23rd December 2022.

All operatives will then be paid (cleared funds) on Friday 30th December 2022.

Week Ending 1st January 2023

Approved timesheets **MUST** be received at Optima by 2pm on Tuesday 3rd January 2023.

All operatives will then be paid (cleared funds) on Friday 6th January 2023.

Please note that all of these deadlines and pay dates have been set in accordance with the relevant commercial contactors and intermediaries that you are contracted with.

Please be advised that the Optima Site Solutions Ltd offices will be closed from Monday 26th December 2022 and we will be returning to work on Tuesday 3rd January 2023.

Email: timesheets@optimasitesolutions.com

We would also like to take this opportunity to thank you for working with Optima in 2021 and wish you a Happy Christmas and New Year.

For and on behalf of

Optima Site Solutions Ltd

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