

CHRISTMAS 2022 PAYROLL DEADLINES

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

Week Ending 18th December 2022

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 12pm on Tuesday 20th December 2022.

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

Week Ending 25th December 2022

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 10am on Friday 23rd December 2022.

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

Week Ending 1st January 2023

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 2pm on Tuesday 3rd January 2023.

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

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.

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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