

CHRISTMAS 2023 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 17th December 2023

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 17:00 on Tuesday 19th December 2023.

All operatives will then be paid (cleared funds) on Friday 22nd December 2023.

Week Ending 24th December 2023

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima 10:30 Wednesday 29th December 2023

All operatives will then be paid (cleared funds) on Friday 29th December 2023

Week Ending 31st December 2023

Includes timesheets for the week ending 24th December 2023 that were not submitted or approved by 10:00 Wednesday 29th December 2023

Timesheets **MUST** be approved on Timesheet Portal or signed and returned to Optima by 17:00 Tuesday 3rd January 2024.

All operatives will then be paid (cleared funds) on Friday 5th January 2024.

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 Friday 22nd December 2023 to Tuesday 2nd January 2024.

We would also like to take this opportunity to thank you for working with Optima in 2023 and wish you a Happy Christmas and New Year.

For and on behalf of

Optima Site Solutions Ltd

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