HEADQUARTERS, DERWENT POINT
M E M O R A N D U M

TO : NECA Centres / Projects

FROM : Human Resources DATE : 25 July 2016

SUBJECT : **HEADQUARTERS DEADLINES (FINANCE)**
- REMINDER FOR ALL STAFF

Please find clarification of the required procedure for travel / timesheets etc requiring payment below.

Payroll Deadline: 18th of every month

The above deadline relates to the date that all **completed and authorised** information should be submitted to the Finance Department.

Any claims / timesheets submitted that have not been signed / approved / completed correctly will not be paid and will be returned to the individual concerned.

It is the responsibility of individuals to ensure that any forms requiring payment are authorised by an appropriate Manager and original copies and supporting documents are submitted to Headquarters before the monthly deadline.

It is also the responsibility of individuals to ensure that they provide forms requiring payment to an appropriate Manager in a timely manner allowing them enough time to check over and authorise the information i.e. handing in a form for authorisation at 4.00pm on the 18th is not providing the manager with sufficient time to check and authorise it.

Please note the requirement in HR13

> *"All claims for travel, subsistence, and other minor business expenses previously authorised, should cover the period from 15th of the previous month to 14th of the current month and must be received at Headquarters by 18th of each month"*

Should there be any problems in meeting the organisational deadlines in future please liaise directly with your Line Manager.

Louise Peaker
HR Manager