

Date: 17th March 2020

Re: DP Business Continuity During Covid-19

Dear Customer,

With the increasing news and concern regarding the COVID-19, we would just like to reassure our customers that we will be processing your pay to meet your usual pay date, however, we also need to inform you of some changes to the payroll process to ensure that you continued to be paid for the month of March.

Paydate – 15th March 2020 or 4 Weekly Pay

If you were due to be paid on the 15th of the month, or have a 4 weekly payroll, and you have given us your timesheet, your payroll will be processed and paid according to the hours on the timesheet. If you have not yet handed in your timesheet, your payroll will be processed and paid according to the hours you worked last month and will be adjusted in your next month's payslip.

Please note – we will still need to receive your timesheet for this month

Paydate – 22nd March, 31st March

If you are due to be paid on 22nd March or 31st March we will be automatically processing your payroll based on your timesheet from last month. This will be adjusted in your next month's payslip.

Please note – we will still need to receive your timesheet for this month

To ensure that we can make the correct adjustments we do still need to receive your timesheet as usual. You can either email your timesheet into us at finance@drcbeds.org.uk or you can post in the letter box located to the left of the main entrance doors.

During this uncertain time we would like to thank you for your continued support.

Regards

Direct Payments Finance Team