

Christmas & New Year Payroll Arrangements

December 2016 - January 2017

Client Name:	
Pay Cycle:	
Consultant Name:	

Please complete the following information for the period of Monday 12 Dec 2016 to Friday 20 Jan 2017.

Please send your completed form to service@aussiepay.com.au or fax to 02 9891 1922 prior to **Wednesday 7 December 2016**.

1. Will you be closing between 12/12/2016 and 20/01/2017?	
<i>If you will be closing, please provide the date range:</i>	
2. Will you require any payroll services during this shut down?	
3. Will you have salary increases or additional payments (bonuses) to process during this the period 12/12/2016 and 20/01/2017? <i>If you are processing an additional payroll, please indicate these dates in the table below.</i>	
4. Do you require any payrolls to be processed in advance of the standard release date?	

If you have selected YES, please complete the table below using the key:

S = Submit Regular Payroll Data **R** = Release Regular Payroll Pays **SA** = Submit Additional Payroll Information
RA = Release Additional Payroll Pays **SR** = Submit & Release Payroll on Same Day **SRA** = Submit & Release Additional Payroll on Same Day

MON 12/12/2016	TUE 13/12/2016	WED 14/12/2016	THU 15/12/2016	FRI 16/12/2016
MON 19/12/2016	TUE 20/12/2016	WED 21/12/2016	THU 22/12/2016	FRI 23/12/2016
MON 26/12/2016	TUE 27/12/2016	WED 28/12/2016	THU 29/12/2016	FRI 30/12/2016
Public Holiday	Public Holiday			
MON 02/01/2017	TUE 03/01/2017	WED 04/01/2017	THU 05/01/2017	FRI 06/01/2017
Public Holiday				
MON 9/01/2017	TUE 10/01/2017	WED 11/01/2017	THU 12/01/2017	FRI 13/01/2017
MON 16/01/2017	TUE 17/01/2017	WED 18/01/2017	THU 19/01/2017	FRI 20/01/2017

Form completed by:

Date: