

Core brief

Thursday 1 March 2018

Introduction

This issue of Core Brief details information for weekly paid staff.

Weekly staff pays

We have become aware of concerns that, given the weather conditions this week and the significant efforts by all staff and managers to maintain frontline services, there may be an impact on the payment for weekly paid staff on Friday 2nd March.

We therefore want to re-assure all staff that the SSTS and Payroll processes were completed at the start of the week, before the weather conditions deteriorated.

There will be delays in payslips being issued, as Payroll Services have not yet received these from the printing supplier, however actual staff pays have been processed as normal.

For payment on Friday 9th March, SSTS rosters and absences need to be updated by noon on Monday 5th March. However, we would also like to confirm that if there are delays in managers being able to do this, staff will receive payment for their contracted weekly hours, with any additional payments being made the next week.

Are your contact details up-to-date? [Click here](#) to check