

MHR MONTHLY SALARY RUN DATES FOR 2019

Reminder:

All monthly pay run input must reach MHR Pay Office on or before the cut-off date. Any input received after the cut-off will only be processed the following month.

All monthly pay schedule documents will be e-mailed to the relevant line manager for approval as per date below.

The authorised pay schedule document must reach the Pay Office on or before the final cut-off date.

NO EXTENSION WILL BE GRANTED FOR LATE INPUT AND UNAUTHORISED PAY SCHEDULES.

	Date Input to be received by Pay Office	Date Pay Office Prepare and Email Payment Schedule	Date Pay Office receive final approved Payment Schedule	Date Monthly payment 27th
January 2019	15	18	23	26
February 2019	15	19	22	27
March 2019	14	16	22	27
April 2019	15	18	23	27
May 2019	15	18	22	25
June 2019	15	20	22	27
July 2019	16	18	23	27
August 2019	15	17	21	27
September 2019	14	18	20	27
October 2019	15	17	22	26
November 2019	15	19	22	27
December 2019	07	12	14	21