

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

LMG F10X

MEMORANDUM

<p>FROM: Treasurer</p>	<p>TO: Unit General Managers c.c. Unit Personnel Managers</p>
------------------------	---

Your Ref.
My Ref.

JS/UR/1

5 June, 1989

Communication of information continues to be an ongoing problem. Will you please ensure that all your managers are aware when the pay day for monthly paid staff may be expected. Basically, although the official "pay day" is the last day of each month, accounts are credited on the day before the last banking day of each month. The Statutory Day taken by the majority of staff on the Tuesday after the Spring Bank Holiday and the Late Bank Holiday is not a Bank holiday and therefore pay day is not affected. You may care to circulate the following list indicating when salaries will be credited over the next six months:

- Month 3 June 29th 1989
- Month 4 July 28th 1989
- Month 5 August 30th 1989
- Month 6 September 28th 1989
- Month 7 October 30th 1989
- Month 8 November 29th 1989

It may be of interest to you that approximately 30% of the monthly paid staff of 7250 has contacted my Salaries and Wages department this month to enquire when the pay was to be credit which, at 20 seconds a call, has "cost" me 12 hours pay clerk time.

May I suggest that relevant portions of this memo should be included in your Unit News Letter.

Code A

for Treasurer

*Copies to LMs x
A/HQV
DARO*

Code A 8/6