

2022 Christmas Payment Schedule

Fax or email as normal inline with deadlines below:

Timesheet Deadlines:

Work Week Ending	Date	Time	Payment in Account
W.E 16/12/22	Deadline Tuesday 20/12/2022	12.00 NOON	Friday 23/12/2022
W.E 23/12/22	Deadline Friday 23/12/2022	16:00	Friday 30/12/2022
W.E 30/12/22	Deadline Tuesday 03/01/2023	12.00 NOON	Friday 06/01/2023

Online timesheets:

Please ensure online timesheets are approved in line with the deadlines above to guarantee payment.

Payment Made via Umbrella Management Company:

This timetable refers to when payments will be received by your Umbrella/Management Company. You will need to contact them directly to establish their Christmas Payment Timetable.

Clocking Data:

If your hours are captured by a Client Booking System, payment can only be made if the Client data is received in line with the deadlines above. If you are unsure in this regard please speak to your Recruitment contact who will be able to advise you.

We thank you for your assistance with this timetable. On behalf of the Payroll Teams, we would like to extend our sincere best wishes and thoughts to you and your families for a Healthy and Happy Christmas and New Year.

Timesheets:

0844 560 1361

timesheet@morson.com

Expenses:

expenses@morson.com

Contractor Care & Compliance Team:

0161 786 1516

contractorcare@morson.com

Holidays (If applicable):

All holiday forms are to be sent to:
holidayform@morson.com

**MAY WE ALSO REMIND YOU THAT ALL ACCRUED HOLIDAY POTS WILL BE PAID OUT TO YOU WEEK ENDING 06/01/2023 – PAYMENT INTO YOUR ACCOUNT 13/01/2023.
ALL HOLIDAY FORMS ARE TO BE SENT TO: HOLIDAYFORM@MORSON.COM**