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Section 15 - Salaries
Page 19

Reason for Extract:

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Section 4.3 Financial Policies and Procedures

NB:

- **Extract Cover Sheet Must Remain with Extract**
- **Extracts are Uncontrolled Documents and are only Valid at Point of Submission**
- **Where Possible an Extract should be Read in Conjunction with the Parent Document**



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Finance Manual

15 Salaries

The payroll department, which controls all salaries, must make available to the Finance department the amounts to be paid at a minimum of 3 working days before posting date.

The posting date for salary payments shall be 3 working days before date of payment. Date of payment shall be 28th of the month or the previous banking day.

It is the employee's responsibility to provide correct bank details to HR, which will not be held responsible for any errors resulting in loss of payment.

Payments that are returned from the bank due to an error shall be repaid using BACS one working day after Account details are confirmed.

Salary advances shall be assessed on a "Case by Case" basis and are not guaranteed.