

Pay Dates 2019 / 2020

TAX MONTH	MONTH	START OF MONTH	END OF MONTH	MONEY IN BANK - Wage Slip Dated	QUERIES IN BY THIS DATE FOR FIRST PAYMENT TO BE CORRECT	NO. of weeks
1	April	Sun 31/03/2019	Sat 27/04/2019	Fri 03/05/2019	Wed 01/05/2019	4
2	May	Sun 28/04/2019	Sat 25/05/2019	Fri 31/05/2019	Wed 05/06/2019	4
3	June	Sun 26/05/2019	Sat 29/06/2019	Fri 05/07/2019	Wed 10/07/2019	5
4	July	Sun 30/06/2019	Sat 27/07/2019	Fri 02/08/2019	Wed 07/08/2019	4
5	August	Sun 28/07/2019	Sat 31/08/2019	Fri 06/09/2019	Wed 11/09/2019	5
6	September	Sun 01/09/2019	Sat 28/09/2019	Fri 04/10/2019	Wed 09/10/2019	4
7	October	Sun 29/09/2019	Sat 26/10/2019	Fri 01/11/2019	Wed 06/11/2019	4
8	November	Sun 27/10/2019	Sat 30/11/2019	Fri 06/12/2019	Wed 11/12/2019	5
9	December	Sun 01/12/2019	Sat 28/12/2019	Fri 03/01/2020	Wed 08/01/2020	4
10	January	Sun 29/12/2019	Sat 25/01/2020	Fri 31/01/2020	Wed 05/02/2020	4
11	February	Sun 26/01/2020	Sat 29/02/2020	Fri 06/03/2020	Wed 11/03/2020	5
12	March	Sun 01/03/2020	Sat 28/03/2020	Fri 03/04/2020	Wed 08/04/2020	4

Due to RTI (real time information) we are no longer able to make amendments to wages after the Wednesday before your wages are paid.

Any amendments required after you have received your wage and will have to go on to the following month. If this affects your benefits in any way we are happy to provide you with written confirmation.

We apologise for this change though this is out of our control and is an instruction from the DWP.

DO NOT RING THE OFFICE TO ASK WHEN YOUR WAGES ARE DUE OR HOW MUCH YOU HAVE GOT TO COME. THIS TAKES VALUABLE TIME WHEN WE ARE TRYING TO PROCESS YOUR WAGES.

If your wages are incorrect, please ring the **wage line** ONLY on **0114 263 0303 option 4, option 1.**

It is an answer service. Please leave a message with your name, employee number and the number of hours you believe you are missing ONLY. We deal with all these queries as fast as possible will contact you if there is a problem. Wages are only open Wednesday, Thursday & Fridays.

NO ONE CAN BE PAID EARLY.

YOU MUST PROVIDE US WITH AN EMAIL ADDRESS TO RECEIVE A PAYSIP ON-TIME. IF YOU DO NOT PROVIDE AN EMAIL ADDRESS, THEN YOU MUST REQUEST TO RECEIVE YOUR PAYSIP TO BE DELIVERED WHEN WE ARE ABLE TO DO SO OR PAY FOR POSTAGE.

TO LEAVE MESSAGES ON STAFFCHECK REGARDING ISSUES TO DO WITH CLOCKING IN OR OUT, DIAL (9) 01142 308 090, ENTER YOUR EMPLOYEE PIN, ENTER YOUR JOB PIN AND WHEN THE SYSTEM STARTS READING OUT THE MENU, PRESS 6. LEAVE YOUR MESSAGE AND PRESS THE # KEY WHEN FINISHED TO GO BACK TO THE START OF THE MAIN MENU AND THEN CLOCK IN OR OUT. If ever asked to press the £ sign, this means press the # key. DO NOT CLOCK ANYONE ELSE IN OR OUT AND DO NOT GIVE YOUR PIN NUMBER TO ANYONE ELSE. ONLY YOU SHOULD KNOW AND USE THIS.

If you have heard a notice before on the system and wish to skip it, press 9.

ONCE PER WEEK, PLEASE SET ASIDE 10 MINUTES TO CLEAN OUT YOUR CLEANING STORE.

CLEAN DOWN YOUR VAC AND OTHER EQUIPMENT.

Remove the dust filter from the Vac and brush this into a bin using a hand brush to prevent the filter getting clogged and the Vac overheating.

Check the wire for damage and store neat and tidy. If you notice that the PAT test date on the green sticker is missing or out of date, call the office to report this or leave a message on STAFFCHECK.

CLEAN TOILET BRUSHES.

THE BASE OF A TOILET BRUSH SHOULD NEVER BE FILLED WITH WATER

TO DO THIS, FILL YOUR RED MOP BUCKET WITH WASHROOM CLEANER, WARM WATER AND PLACE THE TOILET BRUSH AND HOLDER INSIDE. SCRUB THIS AGAINST EACH OTHER. DRAIN AND PUT BACK THE CLEAN BRUSH AND HOLDER.

Always remember that when you are at work you are a representative of RGS Cleaning Ltd. You are our employee and our responsibility. You are responsible for showing the company in the best light. If you are ever approached by the customer with any instructions or requests, make sure to inform your contracts manager or ask them to speak to your manager directly. We are responsible for managing you and we cannot do that if we do not have all of the information.

SECURITY

Always keep keys, codes and other information confidential. DO NOT allow anyone access to a site unless specifically told to do so by the customer or RGS Cleaning Ltd management. If in doubt, ask someone to identify themselves and why they should be in the premises. NO ONE will ever be upset with you for challenging someone at work, they'd be more upset if you didn't and someone that wasn't supposed to be in a premises gain entry.