Operational schedule - Table of key events

Monthly Payroll

Defined terms used in this Operational Schedule shall have the meanings given to them in the service agreement between <ORG> and Salary Finance Limited

Payroll details

Payroll Name	Monthly Payroll
Typical Payday	

Salary Finance Bank Account details

Bank account name	Salary Finance Limited
Bank name	Prepay Technologies Ltd
Sort Code	04-00-72

BORROW Product - Deduction payments to be made by <ORG> to this bank account

Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

SAVE Product - Deduction payments to be made by <ORG> to this bank account

Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

HELP TO SAVE Product - Deduction payments to be mad RG> to this bank

Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

ADVANCE Product - Deduction payments to be made by <OR s bank accoun

Bank account number for deduction payments	
Payment reference to be applied by <ORG>	

Business rules applied to this payroll process (see Employer Handbook for process description)

Activity	Validate information provided by Applicants	Upload Hourly TA Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
Process	A	A - Advance only		C(i) (N/A for Advance)	N/A	D(i)
Business rule	**Proactive Validation** - Weekly **Reactive Validation** - Weekly OR whenever there en applications					

Notes:

Where a process falls public holiday, t carried out on the previous day.

A es to Dec-189

Activity		Upload H Data	Download Deduction Download File and apply Deductions	Deduction confirmation upload	Pay Day	Transfer of Deductions to Salary Finance Account to be received by
899		Weekly				
		Weekly				
Dec		Weekly				
Dec-189		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				
Dec-1899		Weekly				

Payroll department declaration

I confirm that <ORG> agrees to perform the Salary Finance processes according to the dates set out in this Operational Schedule and that this is the Operational Schedule referred to in the service agreement between <ORG> and Salary Finance Limited and is hereby incorporated into the same.

I confirm that the transfer of deductions to be made by <ORG> to Salary Finance Limited will be made as separate bulk payments for each product to the relevant bank account detailed in this Operational Schedule for this payroll.

Signed:	Date:	Name & Job Title:

Salary Finance Counter-Signature

Signed:	Date:	Name & Job Title: Antony Broadbent, Chief Risk Officer

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