

TSW Electrical Services Ltd – Payroll

Payment Dates Guide

1. Weekly Payroll

- Weekly-paid employees will receive their wages **every Thursday**.
 - Payments can be made **any time between 00:01 and 23:59** on the Thursday.
 - Funds will appear in the bank account you provided on your **New Starter Form**.
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2. Monthly Payroll

- Monthly-paid employees will be paid on the **28th of each month**.
 - Payments can be made **any time between 00:01 and 23:59** on the 28th.
 - If the 28th falls on a weekend or bank holiday, payment may still be made on the 28th, at any time.
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3. Bank Account Details

- Your wages will be transferred to the bank account listed on your **New Starter Form**.
 - **Any changes to your bank details must be requested in writing** (email or letter) and approved by the office.
 - No verbal changes will be accepted.
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4. Expenses Payments

- Expenses are processed and paid **weekly**.
- They will be paid **on or before Thursday each week**.
- Ensure all receipts and claims are submitted correctly and on time for processing.

5. Pay Queries / Issues

If you have any questions or believe there is an issue with your pay or expenses, please contact the admin team:

- **Email:** accounts@tswgroup.uk

Include your **name**, **employee number**, and a brief description of the issue so it can be investigated quickly.

6. Summary

- ✓ Weekly wages paid **every Thursday** (00:01–23:59)
- ✓ Monthly wages paid **28th of each month** (00:01–23:59)
- ✓ Bank account changes **must be made in writing**
- ✓ Expenses paid **weekly**, on or before Thursday
- ✓ Any pay issues – **email accounts@tswgroup.uk**